

# Bristol Housing Authority HCV Coordinator/Receptionist

**DEPARTMENT:** Administration

The HCV Coordinator the Bristol Housing Authority under the direct supervision of the Executive Director and the HCV Manager.

## **I. The Housing Choice Voucher Coordinator Will Assist in the Following Areas:**

- Maintains inactive, overflow applicant and tenant files
- Monthly mailings to landlords and housing authorities for direct deposit
- Consolidate and update tenant files for annual and interim recertification
- Runs BCI Checks, EIV Reports, including IVT, and Lead Paint Reports
- Prepare packets for Voucher orientation and landlord packets
- Prepare and track 3<sup>rd</sup> Party employment, income and asset verification
- Tracks HQS inspection process using McCright Software
- Maintains and mails letters prepared by HCV Manager to applicants for the phases in the applicant process
- Data entry into HAB Software, as assigned

## **II. Receptionist Duties:**

- Greets and screens office visitors and telephone calls
- Gathers information and prepare monthly newsletter using Microsoft Publisher
- Opens and distributes mail to appropriate staff member
- Prepares timecards for maintenance department
- Publishes and maintains all offices notices using Microsoft Office Suite
- Assists other administrative housing staff as directed by the ED
- Performs administrative duties as assigned by the ED

## **III. Position Requirements and Qualifications**

- Graduate of an accredited high school required; graduate of an office administrative program preferred
- Minimum of at least 2 years of housing experience preferred
- Ability to efficiently multi-task and maintain respect for confidentiality
- Ability to demonstrate a personality which reflects favorable upon the Bristol Housing Authority, as well as demonstrate professionalism when dealing with specific client groups and to the general public
- Ability to converse intelligently and pleasantly with the public
- Strong computer skills with MS Office Suite, preferably with knowledge of HAB software
- Considerable knowledge of business English, spelling, grammar and preparation of letter writing and creating various forms

## **IV. Why Should You Apply?**

- Competitive salary
- Top benefits (medical, dental, vision)
- Paid Time Off (PTO)
- Professional development

Visit our website at [www.bristolhousingri.org](http://www.bristolhousingri.org) for the job advertisement in the Phoenix

**Send Resume, Cover letter and References to:** Executive Director  
Bristol Housing Authority  
1014 Hope Street  
Bristol, RI 02809