

The Opportunity

- The Baltimore Regional Housing Partnership (BRHP), which operates the Baltimore Housing Mobility Program, is a 501(c)(3) that assists over 4,000 qualified families in moving from areas of concentrated poverty and obtaining quality and affordable housing in communities with strong schools, low crime, and ample job opportunities in high opportunity areas within Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties.
- BRHP seeks a Housing Choice Voucher Supervisor who cares about providing the best service to families with low incomes and whose duties include determining and documenting applicant or participant eligibility, income, and rent for the BRHP Housing Choice Voucher (HCV) program in accordance with the Program's administrative policies and procedures. Conducting all job functions according to BRHP's [Administrative Plan](#), U.S. Housing and Urban Development regulations and other state and local requirements, the position requires a wide range of responsibilities related to program compliance, managing leasing services, supervising the recertifications and interim processing, and the management of work flow for the HCV Department.
- Only applicants that submit cover letters and resumes tailored to the Housing Choice Voucher Supervisor opening will be considered. Materials should be emailed to resumes@brhp.org.

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work for the Supervisor position. This is not a complete listing of all responsibilities, duties, or skills required.

- Manage program compliance initiatives in accordance with HUD regulations and BRHP's Administrative Plan
- Oversee and carry caseload of Project Based Voucher contracts and renewals in accordance with HUD regulations and BRHP's Administrative Plan
- Oversee and carry caseload of homeownership participants in the BRHP Homeownership program
- Oversee HCV functions from determining program eligibility, leasing, moves, recertifications, interims, and ending participation
- Review and approve requests for reasonable accommodations in accordance with HUD regulations
- Supervise 6 direct reports
- Document departmental policies and procedures to ensure consistent implementation
- Resolve concerns between owners, tenants, and BRHP
- Maintain accurate and complete electronic applicant/participant files and safeguard all sensitive documents in locked filing system in accordance with the Federal Privacy Act
- Review financial approvals for manual and adjusted payments to owners
- Provide excellent customer service to participants, owners, co-workers, vendors and other stakeholders
- Perform other duties as assigned

General Requirements

- Honesty and integrity
- Professional behavior and respect for colleagues, clients and external partners
- Collaborative, supportive approach to work, open-minded to learning new process with an ability to manage change
- Track record of reliable attendance and punctuality
- Strong work ethic
- Ability to work in a fast-paced, team environment
- Ability to handle and prioritize multiple projects, deadlines, and excellent time management
- Experience working with a diverse population
- Business casual dress

Rental Assistance Supervisor Required Knowledge & Skills

- Ability to gain thorough knowledge of BRHP's policies and procedures
- Excellent written and oral communication skills
- Exceptional customer care skills
- Strong analytical and math abilities
- Careful attention to detail

Required Qualifications

- Bachelor's degree from a regionally accredited institution in Public Administration, Social Science, Business Administration, or a closely related field
- Two years of prior experience working with a Housing Choice Voucher program or other affordable housing program
- Housing Choice Voucher program certification
- Three years supervisory experience

Preferred Qualifications

- Four or more years supervisory experience
- Knowledge of Visual Homes and/or Yardi software

How to Apply

- Submit a cover letter and resume tailored to the Housing Choice Voucher Supervisor opening to resumes@brhp.org.
- For more information about the organization, visit www.brhp.org
- Job Type: Full-time,
- Office Hours: 8:30am-5:00pm, this position may operate on a non-conforming schedule 2-3 days a week
- Salary: \$50,000-55,000 annually