

Housing Choice Voucher Program Director

Westbrook Housing is seeking qualified applicants for the position of Housing Choice Voucher Program Director to lead the department in the management of its voucher Programs. Westbrook Housing administers approximately 1000 vouchers of HCV, PBV, VASH and Mainstream. The Housing Choice Voucher Program Director is responsible for all aspects of the Voucher programs, as well as supervises a staff of five employees.

The Housing Choice Voucher Program Director and the Finance Director work together to develop and manage department budgets, monitor the Voucher programs using the HUD 2-year tool, process Housing Assistance Payments and compile data for the VMS submissions.

The Housing Choice Voucher Program Director is responsible to review and revise the Administrative Plan, Payment Standards and utility allowances as needed. Waiting lists, PIC and EIV reports are constantly monitored and corrected; compliance reviews of recertifications are done monthly.

The qualified applicant shall have a 4 year degree with a BA or BS in an appropriate discipline, a minimum of 5 years of progressively responsible work experience for a housing agency or related experience in the social service or community service fields. Certified Occupancy Specialist and HCV Executive Management Certification is required or must be obtained within 1 year of employment.

For a full job description, please visit our website at www.westbrookhousing.org. Interested applicants, please send a cover letter and resume to Jennifer Gordon, 30 Liza Harmon Drive, Westbrook ME 04092 or jhgordon@westbrookhousing.org. The position shall remain open until filled. Westbrook Housing offers a competitive salary that is commensurate with experience and education and excellent benefits.

Westbrook Housing is an Equal Opportunity/Affirmative Action Employer.