

Recertification Specialist
Jewish Collaborative Services
Shalom/Shalom II Apartments

Full-time Warwick, RI

40 hours-per-week position

Basic Function: Responsible for managing resident eligibility and recertification processes per multifamily housing and HUD regulations.

Qualifications: Certified Professional of Occupancy (CPO) with minimum of 1-2 years' experience in multifamily housing leasing determining HUD eligibility and certification processing. The Recertification Specialist position requires a competency of HUD eligibility and certification processing including interviewing, verification and 50059 reporting. Proficiency in MS Suite and experience in resident management software. Ability to work independently and serve as a member of Shalom team. Demonstration of caring and helpful spirit.

Responsibilities:

Leasing

- Assist with resident services by answering phones and assisting residents and guests.
- Represent benefits of residing at the Shalom community to prospective residents, including tracking of prospective resident interest through computer software.
- Maintain applicant waitlist in computer software.
- Process verification of eligibility for prospective residents under direction of Facilities Administrator.
- Post approval by Facilities Administrator, prepare new resident file and move in packet.

Occupancy

- Manage resident recertification processes including file preparation, correspondence, and interview scheduling. When needed, provide additional supportive assistance to residents in preparation for annual recertification.
- Conduct recertification interviews with residents and process verification of applicable income, asset and expenses determined during interview.
- Prepare resident recertification for Facilities Administrator approval.
- Post approval by Facilities Administrator, sign 50059 and lease amendment with residents.
- Ensure resident files are maintained per HUD regulation and internal policies under direction of Facilities Administrator.

Miscellaneous

- Assist Facilities Administrator with resident reporting procedures, including data entry into computer software.
- Provide administrative support to Facilities Administrator and Executive Director as assigned.

Statement of Relation: This position reports to the Facilities Administrator of Shalom/ Shalom II Apartments.

Classification: Non-exempt Support staff

The Shalom affordable housing complex opened in 1980 and includes Shalom and Shalom II Apartments. Each building offers supportive living with services for seniors and the mobility impaired. The apartments are located on a landscaped, 8.6-acre site in suburban Warwick. Shalom's reputation has grown both locally and nationally as a model for supportive affordable housing. Both Shalom and Shalom II have earned a superior rating from the U.S. Department of Housing and Urban Development. Shalom offers competitive salaries and a full range of benefits. EOE

Please send cover letter and resume to rachael@jfsri.org