

FALL RIVER HOUSING AUTHORITY

The Fall River Housing Authority is seeking qualified applicants for **ONE (1) FULL-TIME** position of:

RENTAL INTEGRITY PROGRAM SPECIALIST

DUTIES:

The Rental Integrity Program Specialist is a responsible position which requires the incumbent to be in frequent contact with private landlords and tenants receiving housing assistance through the Fall River Housing Authority. The incumbent in this position will investigate and follow up on potentially fraudulent activities by either tenants or landlords, assist in gathering facts, preparing cases and determining continuing financial and programmatic eligibility of tenants receiving housing assistance and the landlords providing their housing.

QUALIFICATIONS:

The incumbent in this position should have knowledge of HUD and DHCD regulations, program compliance, and federal and state privacy laws with regard to subsidized housing programs. The incumbent must have working knowledge of criminal law and procedures; demonstrated experience in case investigations, case preparation and case disposition; experience in interacting with legal professionals and a knowledge of the legal system; demonstrated ability to review and understand a variety of court-related documents; federal, state, county and municipal documents, police reports and other legal and judicial documents; ability to use the Registry of Motor Vehicles database and other public records as research tools for investigating fraud; thorough knowledge and experience in hearing and conference settings; experience in computer operations including knowledge and ability with desktop software applications; excellent math skills, interview skills and writing abilities; good communication skills and strong inter-personal skills; ability to work independently with little or no direction; ability to prepare clear and concise reports and ability to interview effectively in person and by telephone. Candidate must be bondable.

REQUIREMENTS:

A Bachelor's degree with at least one (1) year of experience in a legal, law enforcement or investigatory setting involving all aspects of case work from investigations through disposition, and some experience with Housing Authorities preferred; or an Associate's degree with at least three (3) years of experience in a legal, law enforcement or investigatory setting involving all aspects of case work from investigations through disposition, and some experience with Housing Authorities preferred; or a High School education with at least five (5) years of experience in a legal, law enforcement or investigatory setting involving all aspects of case work from investigations through disposition, and some experience with Housing Authorities preferred.

Must be proficient in oral and written communication in English and must be able to speak clearly and distinctly in English. Bilingual in Spanish preferred, but not required.

The incumbent must have a valid driver's license and own transportation.

SALARY RANGE:

The salary range for this position is **\$54,587-\$66,026**.

Applicants for this position must submit a completed Fall River Housing Authority employment application. A Fall River Housing Authority Employment application and job description are attached.

Position will remain open until filled.

The Fall River Housing Authority (FRHA) considers applications for employment from eligible Federal Section 3 residents. A Federal Section 3 resident is a City of Fall River resident with low or very low income as defined by the Department of Housing & Urban Development (HUD).

MARY L. SAHADY, CHAIRWOMAN
FALL RIVER HOUSING AUTHORITY BOARD OF COMMISSIONERS
THE FALL RIVER HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER