



JOB DESCRIPTION

Title: Recertification Specialist
FLSA Status: Non-exempt
Department: Property Management
Reports to: Property/Rental/Assistant Property Manager

SUMMARY:

The Recertification Specialist is responsible for working with the Property/Rental/Assistant Property Manager in the completion of administrative tasks related to affordable housing activities.

ESSENTIAL DUTIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Coordinate on-site data collections and processing of tenant information.
- Schedule tenant recertification interviews.
- Ensure proper calculation of income, assets, deductions, etc.
- Assists with waitlist management and applicant processing as needed
- Work with office staff for proper/timely move-in/move-out of residents.
- Coordinate apartment inspections for recertifications.
- Maintain complete and current resident files in accordance with company policy and regulatory agency policy.
- Work with office staff on other office tasks, i.e. collection of rents, answering phones, processing maintenance requests, social activities, etc.
- Follow company policies and procedures at all times
- Complete required trainings as assigned.
- Attend required meetings as requested.

REQUIRED EDUCATION/EXPERIENCE:

High School Diploma or equivalent education/experience. Minimum of 2 years' experience working in an administrative capacity. Knowledge of affordable housing regulations. Effective communicator with ability to engage a range of stakeholders in writing and verbally. Strong computer technology skills, including internet, Microsoft Office suite and reporting.

LICENSES/CERTIFICATIONS:

- None

SUPERVISORY DUTIES:

None.

WORK ENVIRONMENT:

Office and community-based environment.

PHYSICAL DEMANDS:

- Push/Pull: Occasional
- Lift/Carry: Up to 20 pounds
- Sit: Up to 30%
- Stand: Up to 30%
- Walk: Up to 40%
- Bend/Stoop: Occasional

TRAVEL REQUIREMENTS:

None.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

ACKNOWLEDGMENT:

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Recertification Specialist for Chelsea Innes Duo- Chelsea MA

Mon-Fri

9-5

23-30 Per Hour-

Resumes forwarded to: Cdonahue@jmcandco.com