

POSITION TITLE: Housing Compliance Counsel

DEPARTMENT: Leased Housing

STATUS: Exempt

LEVEL: Salary \$60,000 - \$70,000 annually

POSITION SUMMARY:

The Housing Compliance Counsel handles, facilitates, and monitors program termination proceedings, reasonable accommodation requests, internal regulatory compliance, Violence Against Women's Act compliance, and project-based voucher programs in coordination with the Director of Leased Housing and General Counsel. Housing Compliance Counsel assists in the review and revision of WHA policies.

ESSENTIAL FUNCTIONS:

1. Analyzes housing choice voucher and violations to determine the appropriate course of action.
2. Collaborates with Public Safety and other WHA departments to investigate fraud and unauthorized occupants.
3. Prepares termination notices in compliance with due process requirements.
4. Conducts conferences relative to potential terminations.
5. Reviews and writes agency policy updates as needed.
6. Prepares and provides training to staff on hearings, policies, and policy updates.
7. Conducts legal research and analysis and makes recommendations on housing-related regulations, WHA policies, federal and state law, administrative hearing law, municipal ordinances, and case law.
8. Assists the Leased Housing and Admissions departments with project-based programs.
9. Manages reasonable accommodation requests, including conducting hearings and issuing decisions.
10. Oversees Violence Against Women Act communications.
11. Assists the General Counsel as needed with litigation and contract matters.

OTHER RESPONSIBILITIES:

1. Performs similar job-related duties, as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Admitted to Massachusetts Bar; licensed to practice in Massachusetts.
2. Knowledge of Massachusetts landlord-tenant and contract law, preferred.
3. Team player with strong interpersonal communication skills, both oral and written.
4. Ability to effectively present information to a diverse population.
5. Experience or interest in working with low-income individuals and people from diverse cultural and ethnic backgrounds.
6. Excellent writing and organizational skills.
7. Proficiency with Microsoft Office software programs, including Excel, Outlook, and Word.
8. Bilingual (English/Spanish) candidates preferred.
9. Ability to be relied upon to be available for work.