

The Brunswick Housing Authority seeks qualified applicants for the position of HCV Specialist. This position is responsible for performing general clerical work and assigned duties pertaining to, and in accordance with, the Agency's Public Housing leasing and occupancy policies and procedures and in accordance with HUD, federal, local and other applicable laws, rules, policies and procedures. Performs a variety of tasks related to assisting in the admission and occupancy of Public low-income units as appropriate within level of expertise. Responsible for the Agency receiving at least a satisfactory rating concerning HUD agency scoring systems such as Section 8 Management Assessment Program (SEMAP) and other future HUD required evaluation systems.

This a full-time position with an entry rate of \$28,195 annually. The successful candidate is eligible for all benefits afforded to full-time employees including health, vision and dental insurance, disability insurance, deferred compensation and pension, and a generous leave package. Please submit the [BHA Application for Employment](#) and your résumé to Orah Reed, Director of Human Resources at [oreed@brunswickpha.org](mailto:oreed@brunswickpha.org) by 5:00 pm EDT on Monday, June 24, 2024.