

Virgin Islands Housing Authority

St. Thomas
4402 Annas Retreat #200
St. Thomas, VI 00802-1737
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Email: exec@vihousing.org



St. Croix
RR 2 Box 9299
Kingshill, VI 00850-9719
St. Croix, VI 00851
Telephone: 340-778-8442
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POSITION VACANCY ANNOUNCEMENT FOR: Housing Choice Voucher Program Assistant Vacancy # 2018-001

- **Salary:** \$24,481.60 to \$36,712.00 annually; Grade SW-12
- **Department:** Housing Choice Voucher Program
- **Type of Appointment:** Full-Time, Monday - Friday, 8:00 a.m. - 5:00 p.m.
- **Closing Date:** 5:00 p.m., Monday, February 5, 2018
- **Number of Position(s):** One (1) - St. Thomas

DESCRIPTION OF DUTIES:

Assist in the administration of all components of the Authority's Housing Choice Voucher Program (HCVP) including vouchers, HQS, MOD and the Family Self-Sufficiency programs. Also provides counseling and case management to program participants as necessary.

MINIMUM QUALIFICATIONS:

Education: An Associate's Degree in Social Work, Social Sciences or related field required. Bachelor's Degree desirable. Certification as HCVP, HQS Inspection is required. (Must be obtained within the first six months of employment). **Experience:** Minimum of one (1) year experience in a subsidized housing program, preferably in Housing Choice Voucher Program or three years experience providing counseling and case management to a low-income population. A minimum of two (2) years experience in residential inspection, preferably, from PHA Housing Choice Voucher Program. An equivalent combination of education and experience may be substituted for the above. **Special Skills:** Good oral and written communication skills. Working knowledge of applicable HUD regulations. Ability to relate well to tenants, owners and service providers. Working knowledge in the delivery of social services. **Other Requirements:** Working knowledge of current HUD HQS regulations. Knowledge of Virgin Islands building codes. Valid Virgin Islands driver's license and a safe driving record.

Employment applications are available at www.vihousing.org, and at the Central Offices on St. Thomas and St. Croix. Interested candidates must submit an application to our Central Offices on either St. Thomas or St. Croix, or mail postmarked by the deadline date to: Virgin Islands Housing Authority; Attention: Human Resources Division, 4402 Annas Retreat #200, St. Thomas, VI 00802-1737. Selected candidates will be contacted.

Robert Graham, CPM
Executive Director

1/23/18
Date

