



TENANT-BASED RENTAL ASSISTANCE PROGRAM MANAGER

Arundel Community Development Services, Inc. (ACDS) is an established nonprofit organization created by Anne Arundel County to create housing and community development opportunities for low income households and underserved communities. Arundel Community Development Services, Inc. manages over \$25 million in federal, State and local housing and community development funds. The organization makes investments in the development and preservation of affordable rental housing communities, homeownership opportunities, community development projects and programs serving those most in need. In addition to administering funds to sub-recipient partners, ACDS directly implements several programs that serve low and moderate income clients directly, including an award winning Eviction Prevention Program, Property Rehabilitation Program and suite of homeownership counseling programs

Summary

ACDS is seeking a Rental Assistant Program Manager whose responsibilities include working with households receiving tenant-based rental assistance to help participants maintain and secure housing within the private rental market. Oversees and leads the team in prioritizing housing by working closely with community organizations and the Case Manager and Housing Relocation Specialists to make appropriate referrals, ensure service delivery, and provide consultation. Develops and implements case management programs, including intake processes, case coordination, housing planning, and program participants within Anne Arundel County, Maryland. This is an advanced level position that is a key leadership member of a small staff. The position offers tremendous opportunity for professional growth in the housing and community development field.

Job Description

Under general direction of the Planning Director, the Rental Assistant Program Manager will be responsible for ensuring the smooth operation and coordination of all case management services in accordance with best practices; working to meet all program goals, targets, performance outcomes, day to day management, administration and implementation of ACDS' Eviction Prevention Program (EPP), Tenant Based Rental Assistance (TBRA) Moving Home Program, and other housing programs. General responsibilities include overseeing a robust intake and case management program that certifies eligibility, verifies income, calculates rental subsidies, reviews lease contracts, manages budgets develops service plans. Provide supportive supervision, administrative, training, and direction to case managers and program staff. Ensure programmatic compliance with applicable federal and State regulations. Monitors documentation in case files by ensuring intake, progress notes, logs, assessments are complete and accurate. Collect, track performance data and program data, including local, State and federal reporting and maintain client files as required.

Qualifications

A Bachelor's degree in Social Work, Human Services, Psychology or related field and a minimum of five (5) years relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities. Spanish speaking ability is an added asset, but is not required. Must express great verbal and written communication skills.

Knowledge of crisis prevention, intervention, and resolution techniques to particular circumstances and sensitivity towards these circumstances. Ability to comprehend and correctly use a variety of informational documents including federal housing regulations, contracts, lease agreements, census data and demographic reports. Familiarity and comfort utilizing spreadsheets is a must. The ability to work under pressure in a calm and reassuring manner.

Salary /Benefits

Salary ranges from the high 60's to high 70's depending on experience. ACDS offers an excellent benefits package including medical, dental, vision and prescription coverage, life insurance, a 12% employer contribution to the employee's 403(b) Retirement Plan and free parking.

Location: Annapolis, Maryland

Scheduled Hours: Full-time 40 hours (salary exempt position) Some remote work may be available.

How to Apply

Please include cover letter to:

Human Resources
Arundel Community Development Services, Inc.
2666 Riva Road, Suite 210
Annapolis, MD 21401
Or, email to hresumes@acdsinc.org
Or, Fax (410) 222-7619

An Equal Opportunity Employer

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