

The **Housing Assistance Program of Essex County, Inc.** is looking to hire a part-time, Housing Inspector. The Housing Inspector answers directly to the Housing Manager. Duties and responsibilities include those listed below:

- Perform Housing Quality Inspections and associated documentation for approximately 442 rental units in Essex County covered by the HUD Housing Choice Voucher program
- Assist in case management activities, maintain case files, and assist in preparing reports.
- Maintain compliance with all federal, state, and local regulations, guidelines, and policies relevant to Section 8 Housing Choice Voucher Program operations.

Education and Experience Requirements:

- Graduation from an accredited two-year college with an Associate's degree which is supplemented by experience in housing and/or construction.
- Must own a reliable vehicle that can withstand the substantial amount of travel associated with inspecting units.
- Ability to establish and maintain effective working relationships with public officials and other community groups.
- Working knowledge of principles and practices of affordable housing and construction.
- Strong sense of customer service, both internal and external. Must be able to maintain client confidentiality and human dignity.
- Ability to work independently and as part of a team effort.
- Ability to maintain accurate, clear and complete records of assigned program activities and client case files.
- Individual must be organized, self-motivated, and comfortable in an online environment.
- Strong computer skills for a software application environment. Proficient in the use of Microsoft Office especially Word and Excel.
- Willingness and aptitude to learn new systems.
- Ability to actively engage with senior management and key personnel

Interested applicants should email cover letter & resume to: info@hapec.org or mail to HAPEC, Inc. P.O. Box 157, Elizabethtown, NY 12932 by August 20, 2021. Details at www.hapec.org/latest-news/. HAPEC is an equal opportunity employer.