Position Open: August 27, 2026

Position Close: September 11, 2026

JOB ANNOUNCEMENT

Position: Housing Choice Voucher Specialist

Salary: $54,621- $61,619

Metropolitan Development and Housing Agency (MDHA)
Nashville, TN

MDHA serves Nashville and Davidson County. Its mission is to create affordable housing options, support neighborhoods, strengthen communities, and help build a better Nashville.

MDHA employs over 300 staff members, has a budget of $215 million, and houses approximately 30,000 people, primarily through nearly 8,000 Section 8 Vouchers and over 6,800 apartments, which are mainly Project-Based Rental Assistance (PBRA) units, at 39 properties. MDHA is a housing authority, a community development agency, and a redevelopment agency.

Position Summary

Under the direction of the HCV Supervisor, to determine the eligibility of applicants and participants for all programs administered by the Rental Assistance Department; to provide support in various procedures relating to initial eligibility, initial lease-ups, re-examinations, transfers, terminations, and do related work as required.

MDHA is an equal opportunity employer and is committed to creating an inclusive environment for all employees.

Duties and Responsibilities

- Determine applicant and tenant eligibility for admissions and continued participation with accuracy and efficiency.
- Process annual recertifications, interim changes and/or moves including obtaining current third-party verification of participant information in accordance with program requirements.
- Reviews documents and third-party income verifications in accordance with local regulations and United States Department of Housing and Urban Development (HUD) requirements for third party verification. Ensures compliance of annual and interim files and notifies appropriate party when participants or landlords are missing required documentation from files.
- Calculates total tenant payment, tenant rents, housing assistance payments, and utility allowance payments in a timely manner and in accordance with Housing Authority and HUD requirements.
- Analyzes Enterprise Income Verification (EIV) reports and compares EIV information with documents provided by participants to determine reporting discrepancies. Addresses or escalates discrepancies as required.
- Performs data entry in Yardi system and generates HUD 50058 forms to be submitted to HUD via the PIC system.
- Generates HAP contract amendments in Yardi system and distribute copies to landlords and participants via first class mail and/or email.
- Maintains an electronic filing system to organize transaction files in accordance with standardized file checklist; scans documents into Yardi system.
- Prepares files for third party and HUD audits.
- Forwards files to Program Integrity Staff to review for possible program violations and termination as appropriate.
- Prepares correspondence along with technical and status reports to inform management of the progress of assigned activities.
- Assist in the collection of data for rent reasonableness, utility cost, general market data, assist in owner family disputes.
- Monitors and tracks zero income participants every 6 months.
- Performs administrative and clerical duties, assisting HCV staff and other departments as required.

MDHA is an equal opportunity employer and is committed to creating an inclusive environment for all employees.

Knowledge, Skills, and Abilities Required

Behavioral Skills:
Ability to follow and maintain instruction; strong organizational skills; ability to manage time effectively and meet critical deadlines; ability to prepare reports and other written material; ability to establish and maintain effective working relationships; ability to be tactful, discreet, and non-judgmental.

Technical Skills:
Knowledge of affordable housing rules and regulations; knowledge of Housing and Urban Development rules and regulations; knowledge of landlord and tenant rights; knowledge of rental and home-ownership principles; ability to communicate effectively both orally and in writing with applicants, participants, landlords, lenders, other housing providers, and other members of the public; ability to perform mathematical functions accurately.

Physical Skills:
Ability to perform work with or without accommodation requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required**.**

Education, Experience & Other Requirements

Minimum

An associates degree, industry certifications and experience may be used in lieu of a bachelor's degree. (5+ years of industry in lieu of degrees)

Preferred

Bachelor's degree in business administration, Behavioral Science or related field plus three (3) years of increasingly responsible experience in affordable housing, property management or related field.

Valid Tennessee driver's license

Must obtain program certification within twelve (12) months of hire date.

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Must have knowledge of subsidized housing program guidelines and federal, state and local landlord-tenant laws

Must have great verbal and written communication skills

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

Apply at MDHA.org. Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

Metropolitan Development and Housing Agency
701 South Sixth St.

Nashville, Tennessee 37206

www.Nashville-MDHA.org

TDD#252-8599

To request reasonable accommodation or assistance with language interpretation, please call 615-252-8550.

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