

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY (MDHA)
HUMAN RESOURCES DIVISION
EMPLOYMENT OPPORTUNITY**

MDHA is a non-profit, public agency serving Nashville and Davidson County. Its mission is to create affordable housing opportunities for Nashvillians, nurture our neighborhoods and build a greater downtown.

All persons desiring to be considered for available positions should submit a resume and application to:

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY

**HUMAN RESOURCES DIVISION
701 South Sixth Street, P.O. Box 846
Nashville, Tennessee 37202
Fax - (615) 780-7019
www.Nashville-MDHA.org**

Personnel@Nashville-MDHA.org

All applicants will be required to submit an Agency application regardless of whether a resume is submitted or not. MDHA application is available at www.Nashville-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.

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, DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

**POSITION: PROGRAM INTEGRITY SPECIALIST
SALARY: \$47,716-\$62,031**

JOB OBJECTIVE: Under direction, review violations of housing programs, laws and regulations. Investigate to obtain and present facts and evidence to support administrative action.

REQUIREMENTS: Bachelor degree in business administration, criminal justice or a related area; plus three (3) years of experience working in federal program fraud investigation, prevention and program integrity. Knowledge of the Rental Assistance Program (Section 8 program) is preferred.

Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL JOB DUTIES:

- Receives charges and complaints of program violations and fraud from specialists, other staff, and public, via phone calls, written reports, and web mail reports;
- Investigates charges of program violations directly or through private investigator;
- Works cooperatively with the police departments, district attorney investigators, and office of HUD Inspector General;
- Identifies, investigates and takes appropriate action on EIV Discrepancies;
- Issues termination notices;
- Refers balances for collection; Refers cases to HUD Inspector General when appropriate;
- Prepares and presents agency case before hearing officer;
- Develops and delivers in-house training programs on fraud prevention;
- Writes and prepares detailed reports and correspondence; Prevents fraud by verifying applicant information and conducting random investigations;
- Performs quality control and monitoring relative to program integrity and fraud prevention;
- Prepare routine correspondence;
- prepare and review documents, contracts and other relevant forms;
- distribute material as appropriate;
- Design and implement tracking systems for reports and projects using databases and spreadsheet. Direct work as assigned;
- Represent agency at outside meetings;
- May be required to participate in the training of staff;
- Perform related duties as assigned.

EQUIPMENT USED: Automobile, calculator, and computer and office software programs

SUPERVISION EXERCISED: None

ABILITIES REQUIRED: Knowledge of principles and methods of interviewing techniques and procedures, research, and report writing techniques; Investigative techniques; General office procedures, proper telephone etiquette, and operation of various office machines; Personal computers, word processing and spreadsheet programs; Policies, procedures and requirements governing HUD-subsidized programs, especially those pertaining to program fraud and termination of assistance; Federal, state and local laws relating to rental housing, landlord and tenant rights; Rental and homeownership principles. Ability to conduct effective investigations; Obtain information and evidence by observation, record examination, and interviews; Analyze and evaluate statements of witnesses and suspected violators; Interpret, understand and apply provisions of applicable regulations; Prepare clear and concise written and oral reports; Coordinate visual observation and oral and/or written communications into concise, descriptive and standardized written or oral formats; Prioritize multiple assignments; Work tactfully and effectively with others to achieve work objectives and resolve conflicting views; Interpret laws, legislation, ordinances, administrative policies and procedures; Input, access, and analyze data using a computer; Understand oral and written instructions and procedures; Be courteous, exercise judgment, discretion and maintain confidentiality in dealing with program participants, the general public, and co-workers; Communicate effectively in written and oral expression with participants, landlords, law enforcement officials, court officials, attorneys, investigators, other agencies, and other members of the public; Perform mathematical functions accurately; Be resourceful in conducting investigations; and Manage time effectively and meet critical deadlines; willingness and mental and physical ability to perform the duties involved in this classification. Ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

LICENSES REQUIRED: Valid Tennessee Driver's License.

LAST DATE FOR ACCEPTING APPLICATIONS

Tuesday, August 22, 2017 at 3:00 p.m.

TDD#252-8599

To request a reasonable accommodation or assistance with language interpretation

Contact: 252-8550

