

**Job Description**  
**UNITY of Greater New Orleans**  
**Rental Assistance Administrator**  
**Safe at Home RRH Program**

**TITLE:** Rental Assistance Administrator

**TYPE OF POSITION:** 1 FTE

**DIRECT SUPERVISOR:** Director of Finance

**POSITION OVERVIEW**

The Rental Assistance Administrator will be responsible for fiscal management duties for the Safe at Home RRH Program including rental payments for 50-100 program participants to landlords/property managers.

**SPECIFIC DUTIES**

- 1) Responsible for rental assistance and utility payments for the Safe at Home RRH program. financial management of RC PSH Program.
  - Review rental assistance payment packets for completeness and accuracy.
  - Work with landlords, clients and program staff to obtain or clarify documentation if needed.
  - Prepare check requests for new and continuing rental assistance payments.
  - Obtain documentation as needed to make utility assistance payments to clients in the Safe at Home Program.
  - Prepare check requests for utility assistance payments.
  - Responsible processing and mailing rental payments/ disbursements to landlords/property managers of Safe at Home RRH within 72 hours of receiving funds from LHC.
- 2) Responsible for preparing UNITY documentation of expenses to submit to the City or LHC for monthly reimbursement requests.
- 3) Process check requests for client IDs or other expenses for the Safe at Home RRH program.
- 4) Assist with landlord relations to facilitate stability of clients in their housing unit in coordination with the Safe at Home Program Director.
- 5) Works closely with UNITY Director of Finance and Safe at Home Program Manager to ensure fiscal efficiency in compliance with UNITY standard fiscal practices and policies.
- 6) Preparation of various fiscal reports as required by LHC, City of New Orleans and other entities.
- 7) Assist with compliance of fund reporting in HMIS to ensure the data aligns with UNITY financial records.
- 8) Composition of internal and external correspondence as required.
- 9) Assist the Finance Director with the electronic transfer of payments to subrecipients in the program.
- 10) Management of working and confidential files including staff payroll and employee records.
- 11) Other support activities as directed by the Director of Finance.