Investigator, Job #103646

The Seattle Housing Authority, a nationally recognized leader in developing and maintaining innovative, affordable housing communities, invites applications for an experienced Investigator within its Executive Legal team.

About our team:

SHA's Legal team supports the Seattle Housing Authority's mission by providing legal analysis and counsel on all matters related to SHA's programs and initiatives. We are an experienced nine person team advising on a variety of legal issues such as ADA accommodations, personnel and labor relations, property management, landlord-tenant issues, housing and urban development regulations, and real estate finance and development. The Legal Department manages grievance and fair hearing proceedings and hearing officers, and investigates potential fraudulent activity related to SHA housing services.

Our approach combines a strong commitment to SHA's values, mission and Strategic Plan with regulatory and legal insights and expertise. Key to this approach is building trust and credibility with stakeholders and internal business units to ensure the agency, its residents, staff and partners are good stewards of public trust. We embrace the combined uniqueness and complexities of our work and strive to advance race and social justice in support of the agency and the communities we serve.

About the opportunity:

The investigator is a valued partner within the agency. This role conducts research and investigations on SHA resident and Housing Choice Voucher Program (HCV) participant fraud and program violations, resident and HCV participant misconduct, and employee financial fraud, misconduct, and ethics violations. Occasionally, the investigator assists with determining risks and threat assessments for security concerns. SHA employs only one investigator who works independently with an administrative assistant who organizes files, conducts document research and assists with investigations. Fraud complaints come primarily from the SHA fraud hotline. Work schedules are flexible depending upon the types of cases being investigated.

In this role, you will:

--Serve as lead investigator, prioritize investigations, design and implement investigation strategies and develop cross-functional partnerships with internal teams
--Actively engage with and advise SHA leadership on a variety of investigatory matters and determinations
--Maintain and establish partnerships with local law enforcement agencies
--Develop broad knowledge of public housing regulations and operations
--Develop familiarity with SHA's employment practices and policies

The ideal candidate has an extensive background with hands on investigations and a demonstrated passion for investigatory work. The individual should have strong interview skills and be skilled in the use of technology including social media platforms. The variety of cases and the nature of the work requires an individual who is self-directed, intuitive and resourceful, and has the ability to balance priorities. We are seeking an individual that values partnership and can effectively communicate with and advise varying levels of management. This position interacts with our employees and residents in sensitive and challenging circumstances. Conflict resolution and de-escalation skills are critical. We are ultimately seeking a work style rooted in integrity, innovation and collaboration to uphold the mission and organizational values of the Seattle Housing Authority.

Five years of progressive investigative experience, preferably in public housing, fraud, insurance, employee or other related areas.
A Bachelor's degree in law enforcement, criminology social science or related fields. An additional four years of fraud related investigation experience may be substituted in lieu of the degree requirement.
Good oral and written communication skills.

Please visit: https:// SeattleHousing.org/work-at-sha/jobs to get more information and to apply to this job.

This position is open until filled.

Applications received by the close of business on Friday, May 3, will be granted first consideration.

Interested candidates are required to submit a resume and sample investigative report with the online application.