

# Housing Services Specialist II

**Salary** - \$61,257.25 - \$102,095.55 Annually

**Location** - FAIRFAX (FH22), VA

**Job Type** - FT Hourly W BN

**Job Number** - 24-01973

**Department** - Housing & Community Dev

**Opening Date** - 08/10/2024

**Closing Date** - 8/30/2024 11:59 PM Eastern

**Pay Grade** - S-22

**Posting Type** - Open to General Public

**To apply:** <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4607734/housing-services-specialist-ii?keywords=housing%20services%20specialist&pagetype=jobOpportunitiesJobs>

## Job Announcement

Make a difference – join our team to empower communities and build futures!

The Fairfax County Department of Housing and Community Development works in partnership with the Redevelopment and Housing Authority to serve the people of Fairfax County by creating housing opportunities to promote inclusive and thriving communities. Help make our vision of a community everyone can afford to call home a reality!

Performs initial and ongoing occupancy functions for applicants and participants of DHCD's federal, state, and local tenant- based and project-based voucher programs. Depending on assignment, these may include Rental Assistance Demonstration Project-Based Section 8 Program (RAD PBV), Project-Based Housing Choice Voucher Program (PBV), Tenant-Based Housing Choice Voucher Program (HCV), Family Unification Program (FUP), Mainstream Voucher Program (MVP), Non-Elderly Disabled Voucher (NED), Veteran's Assistance For Supportive Housing (VASH), Home Tenant-Based Rental Assistance (TBRA), Emergency Housing Voucher Program (EHV) and State Funded Rental Assistance programs

The position:

- Interviews program applicants and/or participants to determine eligibility.
- Conducts comprehensive housing orientation sessions to counsel and provide advice to clients on federal regulations and other legal issues.
- Coordinates moves within local jurisdiction and portability requests.
- Initiates and participates in formal and informal hearings, affirmatively furthering fair housing opportunities for clients which includes but is not limited to the reasonable accommodation requests.
- Provides customer service support and assistance to families, landlords, and other public and private agencies in the resolution of housing-related issues.
- Makes appropriate referrals and answers general questions related to housing programs and affordable housing opportunities.
- Collaborates to improve or strengthen networks within the county. Promotes family self-sufficiency and stability.
- Performs data entry, runs reports, ensures accuracy of data, and makes necessary corrections in the database before submitting to HUD.

- Manages timelines and accuracy of caseload for audit purposes, and issues notifications according to state and local laws.

Working for Fairfax County Government offers a culture of well-being that empowers, educates, and engages employees and promotes a holistic approach to physical, mental, emotional, social, spiritual, and financial wellness. Watch these videos to learn more:

Click [here](#) to watch a video on working for Fairfax County Government.

Click [here](#) to watch a video on benefits offered by Fairfax County Government.

For more information on the Fairfax County Department of Housing and Community Development, click [here](#).

You also can view [here](#) the Fairfax County Redevelopment and Housing Authority Fiscal Year 2023 Annual Report which represents a high-level overview of many of the substantial developments we have undertaken and the impact of our work within the community and in the lives of the residents who have been served through these efforts.

The Department of Housing and Community Development is committed to the One Fairfax Policy by intentionally considering equity when making policies, delivering programs and services, considering diverse ideas and perspectives, and communicating with transparency in the decision-making processes. Click [here](#) to learn more about the One Fairfax policy.

**Note:** Multiple positions may be hired from this announcement.

## Employment Standards

### **MINIMUM QUALIFICATIONS:**

[Any combination of education, experience, and training equivalent to the following:](#)

*(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")* Graduation from an accredited four-year college or university with a bachelor's degree in sociology, psychology, public or business administration, counseling or a related field, plus two years of experience in the field of human services, Choice Voucher, real estate, homeownership, relocation, or property management.

### **CERTIFICATES AND LICENSES REQUIRED:**

Contingent upon area of assignment, some positions within this class may require certification in one or more of the following:

- Housing Choice Voucher Occupancy Public Housing Occupancy Specialist/Senior Specialist;
- Limited Income Housing Tax Credit Housing Credit Certified Professional- Specialist;
- Contingent upon area of assignment may require possession of a valid Motor Vehicle Driver's License;
- For those areas requiring any or all of the above certifications, appointees are required to obtain the required certifications within 18 months from date of hire.

### **NECESSARY SPECIAL REQUIREMENTS:**

The appointee to this position will be required to complete a criminal background to the satisfaction of the employer.

## **PREFERRED QUALIFICATIONS:**

- Three or more years' experience in delivery of services and implementation of housing programs for residents of low- and moderate-income housing developments, including RAD PBV, PBV, HCV, and/or Low-Income Housing Tax Credits.
- Experience interpreting and administering complex regulations and performing mathematical computations.
- Proven record of achieving excellence in providing services to low- and moderate-income families.
- Strong customer service skills.
- Excellent oral and written communication skills.
- Ability to adhere to strict standards of confidentiality and ethical conduct.
- Experience with Microsoft software and software packages used for implementation of housing programs, such as Yardi, a plus.
- Professional Certification: Public Housing, Rental Assistance Demonstration Project Based Voucher, Project Based Section 8 Voucher, Housing Choice Voucher, Low Income Housing Tax Credit, a plus.

## **PHYSICAL REQUIREMENTS:**

Job is generally sedentary in nature, however, job entails walking, standing, sitting, climbing stairs, reaching and bending; uses hands to grasp, handle, or feel. Visual acuity is required to read data on a computer monitor. Incumbent must be able to operate keyboard driven equipment and computer. Ability to communicate with others verbally and in writing. Employee may be required to lift up to 15 lbs. All duties performed with or without reasonable accommodations.

## **SELECTION PROCEDURE:**

Panel interview, may include a practical exercise.

The population of Fairfax County is very diverse where 38.7% of residents speak a language other than English at home ([Spanish, Asian/Pacific Islander, Indo-European, and others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

**Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. [DHREmployment@fairfaxcounty.gov](mailto:DHREmployment@fairfaxcounty.gov) EEO/AA/TTY.