

Housing Services Specialist II - Family Self-Sufficiency Program Specialist

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

Location - FAIRFAX (FH22), VA

Job Type - FT Hourly W BN

Job Number - 24-02015

Department - Housing & Community Dev

Opening Date - 08/17/2024

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

Pay Grade - S22

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4616294/housing-services-specialist-ii-family-self-sufficiency-program-specialist?keywords=housing%20services&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!

The Special Purpose Housing and Self-Sufficiency team is a unit within the Rental Assistance Division of the department, focusing on the administration of housing and self-sufficiency programs targeting assistance to special populations.

Our team is seeking a dynamic and experienced program specialist to support our HUD Family Self-Sufficiency (FSS) program. This position maintains a caseload of approximately 50-65 FSS participants. Utilizes strength-based and trauma-informed approaches to provide case management to FSS participants. Conducts assessments, identifies needs and barriers, supports the development and achievement of participant-identified goals, and accesses resources to improve the self-sufficiency outcomes of our residents. Also prepares presentations, conducting regular information sessions, and reporting outcomes.

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.

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:

- Public Housing Manager;
- Housing Choice Voucher Occupancy Public Housing Occupancy Specialist/Senior Specialist;
- Limited Income Housing Tax Credit Housing Credit Certified Professional- Specialist;
- Housing Quality Standards;
- Uniform Physical Condition Standards Inspector;
- 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.

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; ability to drive a vehicle. Must be able to operate keyboard-driven equipment and computer. May be required to lift up to 15 pounds. All duties performed with or without accommodations.

NECESSARY SPECIAL REQUIREMENTS:

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

PREFERRED QUALIFICATIONS:

- Minimum 2 years of full-time experience providing strengths-based case management, counseling, or service coordination.
- Experience applying trauma-informed policy and practices in direct client service.
- Previous HUD Family Self-Sufficiency coordinator experience and/or experience providing case management through neighborhood organizations and non-profit social services organizations.
- Understanding of social, economic, health, and cultural factors that can serve as barriers to self-sufficiency.
- Familiarity with Fairfax County agencies, programs, and services.

- General knowledge of federal, state, and local laws governing subsidized housing programs, workforce development and public assistance programs.
- Ability to apply complex policies and procedures in the planning, implementation, and management of projects.
- Experience using systems and databases, including but not limited to: Yardi Voyager, Microsoft Office Suite (Outlook, Word, Excel, Publisher, and PowerPoint), and Adobe.
- Clear and concise oral and written communications skills.
- Excellent organizational and interpersonal skills.

SELECTION PROCEDURE:

Panel interview may include 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 EEO/AA/TTY.