

Housing Services Specialist II

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

Location - FAIRFAX (FH22), VA

Job Type - FT Hourly W BN

Job Number - 25-01048

Department - Housing & Community Dev

Opening Date - 05/17/2025

Closing Date - 5/30/2025 11:59 PM Eastern

Pay Grade - S22

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4937720/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!

This position 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](#). Review the Fairfax County Redevelopment and Housing Authority Fiscal Year 2024 annual report [here](#).

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:

None.

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:

The preferred qualifications for this entry level professional position are:

- Experience in the health and human services field and/or the 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.
- Bachelor's degree
- Experienced in customer service and working directly with stakeholders.
- 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:

Work is generally sedentary in nature; however, incumbent is required to frequently move about to perform office work such as accessing files, attending meetings, making presentations, operating general office equipment, and performing other essential job duties; may be required to move items up to approximately 15 pounds in weight.

Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven

equipment and computer. 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. TTY 703-222-7314. DHREmployment@fairfaxcounty.gov EEO/AA/TTY.