

Housing Specialist I/II (Section 8)

Salary Dependent on Qualifications + [Full-Time County Benefits](#)

James City County Social Services seeks an individual to perform responsible work in determining eligibility and housing counseling for several federal, state and locally funded housing assistance programs, which may include but not limited to the Virginia Homeless Solutions Program. There are two levels of Housing Specialist distinguished by the level of work performed and the qualifications of the employee.

Responsibilities:

- Receive referral, complete intake, coordinate the application process, eligibility determination, for the Virginia Homeless Solutions Program in conformance with State guidelines and Local Housing policy.
- Interview applicants and prepare detailed paperwork to determine housing needs and eligibility for programs; prepare verifications; determine type and amount of rental assistance provided to applicants; prepare and forward necessary information for authorization of payment to landlords and utility providers.
- Act as a liaison for programs with landlords, housing counselors and customers to assure timely payment and resolution of any problems.
- Provide case management services to participants of assisted housing programs; maintain participant files and update entries.
- Assist participants of the assisted housing programs with achieving self-sufficiency by developing a housing stabilization plan, providing case management and monitoring client progress.
- Act as a liaison between local, housing agencies and non-profit agencies to ensure policies and regulations are accurately interpreted and implemented; coordinate with other agencies to ensure applicants qualify for housing assistance; prepare reports required by funding agencies on applications for housing assistance, financial transactions and related information.

Requirements:

- Any combination of education and experience equivalent to an Associate's degree in housing counseling, urban development, or a related field; some experience in property management, home inspection, or housing counseling preferred; Bachelor's degree in Public Administration, Human Services, or related field, and considerable experience with a public agency in social service or community service preferred.
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Completion of HUD Housing Counselor certification preferred
- Knowledge of federal regulations and procedures and ability to interpret and apply regulations to effectively manage the complex and highly regulated Section 8 Housing Choice Voucher program.
- Skill in computer software, especially Microsoft Office Suite.
- Ability to communicate effectively both orally and in writing; make mathematical computations and effectively utilize a variety of automated data management programs; work independently to assist customers with direct intervention including rendering specialized and difficult casework services; establish and maintain effective working relationships with coworkers, clients, officials and the general public.

Accepting applications until 11:59pm EST on 4/15/2019. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>