



Albemarle County Local Government

[Housing Program Support Specialist](#)

Housing Program Support Specialist

Department of Social Services

Full-Time, 40 hours weekly

Non-Exempt, Pay Grade 08

VRS-Eligible, Benefits-Eligible

The Albemarle County Department of Social Services is actively recruiting a Housing Program Support Specialist to join our team. The successful Housing Program Support Specialist will perform a wide variety of specialized and/or difficult customer service and administrative tasks in support of Section 8 rental assistance programs in an inclusive team environment. Coordinates the intake and processing of housing applications and submissions, varying in nature and complexity. Work is performed in an office setting requiring the ability to multi-task while addressing the needs of walk-in and remote customers. Work involves the exercise of initiative and good judgement, attention to detail, and ability to consult and collaborate with clients in a pro-social and courteous manner. Work is performed under general supervision.

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