

## **Join Virginia Housing and help make a difference as Sr. Quality Housing Officer.**

Virginia Housing is one of the nation's premier housing finance agencies. Our mission is to help Virginians attain quality, affordable housing, which we accomplish through our public-private partnerships.

We are focused on employee engagement and committed to a healthy and diverse workforce. We offer on-site conveniences such as a fitness center and free parking. Educational opportunities to help your advancement are available through classroom and online programs.

This important role will ensure unit inspections are timely and meet HUD's standards. This position also manages a quality control plan, complete and submit inspection reports, conducts necessary training for partner agencies and internal staff and is responsible for updating the administrative plan and HCVP guidebook related to unit inspection changes from HUD.

### **To be successful in this role you must possess:**

- Several years working as a housing inspector.
- Thorough knowledge of HUD, city, county and state inspection protocols and policies.
- Experience working with affordable housing industry software to manage inspections.
- Incumbent must successfully complete the NAHRO NSPIRE Inspection Certification within their first 12 months of employment. (Training is funded by Virginia Housing).

### **The ideal candidate would also have experience in:**

- Providing outstanding customer service principles and practices.
- Using computer and software applications in business settings (e.g. word processing, spreadsheets, presentation applications, voucher program software, etc.).
- Establishing and maintaining effective, respectful, and productive working relationships.
- Taking initiative and handle various tasks simultaneously while working efficiently and effectively.
- Interpreting and monitoring the delivery of NSPIRE regulations.

Applications and resumes are accepted online only at <http://www.virginiahousing.com/careers>.

**This position will report to our Innsbrook office in Glen Allen, VA**

**Hybrid work model (3 days in-office, 2 days remote)**

This position will remain open until filled.

Hiring Range: \$78,415 – \$101,938

A background check will be performed as a condition of employment.

### **Internal applicants**

MR 7 - Please review relevant HR policy under 'Employment Practices' on the Zone before applying.

Apply through the Zone or at <http://employees-virginiahousing.icims.com/>.

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