

We offer competitive salary, great benefits, and work that matters to our community.

The Organization

Seattle Housing Authority (SHA) is a growing, innovative, and mission-driven Agency based in Lower Queen Anne, Seattle. We are committed to advancing housing equity throughout the city, and creating a supportive, inclusive workplace for the 650+ employees who propel SHA's mission forward every day. Through our work, we expand housing opportunities for all, cultivate strong communities, and improve quality of life for our citizens and neighbors. We are best known for centering care and respect in our relationships with clients and leading with a deep commitment to race and social justice equity.

SHA's passionate and talented workforce have elevated the organization into a nationally recognized leader in housing and development. We believe in a workplace where "everyone" means "everyone," and creating an environment where employees can do their best work is the right thing to do. SHA fosters an inclusive culture where employees are celebrated for being exactly who they are and valued for their unique perspectives shaped by their lived experiences. SHA employees enjoy competitive pay and holistic benefits, flexible and alternative work arrangements, robust learning and development opportunities, career development, employee assistance program, and several affinity groups to help staff feel connected to themselves and their peers.

Every now and then self-assurance holds us back from chasing opportunities. Studies have shown that women and people of color are less likely to apply for their dream job if they don't meet every qualification. At Seattle Housing Authority, we are dedicated to building a diverse, inclusive, and authentic workplace that celebrates your identity and the background you bring with you. We don't believe there's only one 'perfect' candidate and encourage you to apply even if you don't meet every qualification. You may just be the candidate we're looking for!

The position:

Our Housing Choice Voucher department is seeking to fill a Certification Specialist II position. The **Certification Specialist II**, under minimal supervision from an Occupancy Supervisor, will be responsible for providing leadership and assistance to Certification Specialist I employees as well as performing additional duties and responsibilities as they relate to the Housing Choice Voucher Program. This is a project full time position with an estimated end date of 7/31/2023 and will be paid **\$29.24 - \$37.98 per hour, D.O.E, Knowledge, Abilities.**

The ideal candidate has:

- **Proof of vaccination on first day of employment. Please read our [vaccination policy](#).**
- **Four years related work experience including a minimum of 12 months experience as a Certification Specialist I at SHA, or a minimum of eighteen months experience in a position like a Certification Specialist I. Must have 20% audit status or equivalent measurement of technical competence.**
- **High School diploma or equivalent, and two years of college-level course work social services, bookkeeping, business, or related field.**
- **May substitute an additional two years of relevant work experience for the college level course work.**

What will you be doing?

- Oversee the case load handled by an assigned group of Certification Specialist I employees, up to a combined total of approximately 600 - 650 participants.
- Engage in dispute resolution with landlords, neighbors, and participants. Communicate directly with participants and landlords during those occasions when the Certification Specialist I cannot satisfactorily resolve an issue or a problem and escalation to a higher level is required.
- Document participant noncompliance or suspected fraud; prepare the SHA case in appeal hearings; assist in presentation of case at hearings.
- Mentor Certification Specialist I employees while they are mastering new desk responsibilities. Provide leadership and guidance as needed.
- Cover the caseloads of other Certification Specialist I or II employees during times of vacation, leave of absence, or staff vacancies.
- Audit new contracts/payments as assigned
- Terminate participants for non-payments of damage claims and fraud overpayments
- Review/audit the data entry, recertification, income reviews and accuracy of newly issued vouchers as assigned.
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Why Should You Apply?

- Competitive salary
- Great benefits
 - We offer medical, dental, vision insurance, and Public Employees' Retirement (PERS), if hired into an eligible position.
 - We also offer generous paid leave and holidays
- Reasonable hours
 - Opportunity for part-time remote work, depending on position
- Opportunities for on-the-job training

How to apply:

1. Complete the online NEOGOV application. Make sure all work experience and education are updated with the latest information.

For additional information on the job, please see the [full posting](#).

For information on our hiring practices, see our [diversity policy](#) and [equity policy](#).

To apply [click here](#)