



Housing Program Specialist

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

ABOUT THE ECONOMIC SUPPORT DIVISION OF JEFFERSON COUNTY

The Economic Support Division within Jefferson County Human Services serves Jefferson County residents who are low income, faced with an economic setback, and/or need additional financial support as they work towards greater self-sufficiency. This position will be responsible for connecting clients to housing assistance and financial resources, ensuring HUD compliance and program effectiveness. This role provides direct support, oversees programs, fosters partnerships, and manages data and reporting to enhance financial stability and housing access in Jefferson County.

SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Attains and maintains HUD certification through required coursework.
- Assists clients in accessing housing assistance, rental support, homeownership, and rehab programs.
- Supports the growth and expansion of the HUD programs offered at Jefferson County and completes necessary trainings to obtain certifications needed.
- Submits deposits for client supplies and grant payment.
- Engages in community outreach to promote housing, rental, and financial counseling services.
- Builds and maintains partnerships with local businesses, lenders, realtors, landlords, and housing authorities.

Requirements:

- Associate's degree in Human Services, Social Work, Business Administration, Finance, or a related field
- OR a combination of relevant experience and certifications (such as HUD certification or financial counseling training)

Preferred Requirements:

- Bachelor's degree in Social Work, Public Administration, Finance, Community Development, or a related field
- Two or more years of experience in housing assistance, financial counseling, or community outreach
- Experience with HUD programs, grant writing, and database management systems (e.g., Salesforce, client tracking software).
- Bilingual in Spanish.

Wage & Benefits

Starting pay is \$24.60 - \$27.43/ hour based on candidate's successful experience and qualification.

Benefit Highlights

- * Health insurance* Health insurance Opt Out Plan * Dental & Vision insurance*
- * Life insurance* Wisconsin Retirement System* Health Savings Account * Deferred Compensation Program*

2026 Gold Certified Family Friendly Workplace



Employees at Jefferson County Value

Competitive Pay Excellent Benefits* Great Coworkers* Flexibility* Advancement & Opportunity* Family Feel*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at

jeffersoncountywi.gov. *Jefferson County is an Equal Opportunity Employer*