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U.S. Department of Housing and Urban Development Jobs — Housing Program Specialist — Washington, DC, USA

Description

For people researching **HUD Jobs** in **Washington, DC, USA**, **Housing Program Specialist** is a role worth understanding within housing administration. Core activities include reviewing housing program documentation and coordinating assistance records, with accurate notes that keep the team informed. Skills in housing administration, document management, and team coordination help make this work more accurate and dependable.

Responsibilities

- Reviewing housing program documentation.
- Coordinating assistance records.
- Maintain organized appointment, case, or service documentation as required.
- Communicate routine updates clearly while respecting personal-data privacy.

Qualifications

- Good service communication and awareness of privacy-conscious recordkeeping.
- Ability to work carefully with electronic forms and changing schedules.
- Practical familiarity with housing administration and document management.

Experience

Hands-on experience with housing administration, records, or related support work is useful for this career path.

Skills

housing administration, Housing Program Specialist, Confidential information, service records, scheduling

Organization Website

Explore U.S. Department of Housing and Urban Development career and organization information.

Hiring organization
U.S. Department of Housing and Urban Development

Employment Type

Industry
Housing Administration

Job Location
Washington, DC, United States

Date posted
November 13, 2026

Valid through
2026-11-25