

**SPRINGFIELD HOUSING AUTHORITY**

200 North Eleventh Street

Springfield, IL 62703

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

**Position Vacancy**

**FAMILY SELF-SUFFICIENCY SPECIALIST**

*Full-Time Position / Salary Range: Negotiable*

**EDUCATION & EXPERIENCE:**

Associate's Degree in social services; and two (2) years of experience in social or community services, case management, or related field; or any equivalent combination of training and work experience that provides the necessary knowledge, skills and abilities.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of Family Self-Sufficiency, Public Housing, HCV, and various other community programs, policies, and procedures; Knowledge and understanding of social and economic problems and special needs faced by lower income families; Knowledge of occupational hazards and applicable precautionary measures; Skill in caseload management; planning, monitoring, and following-up as necessary; Skill in the proficient use of office equipment, computers, and software; Skill in typing 40 WPM with accuracy; Skill in maintaining accurate and complete complex records and generate computerized FSS reports; Ability to maintain a valid Illinois driver's license and be an insurable SHA driver; Ability to work independently in an organized, thorough, detailed, accurate, and efficient manner; Ability to communicate (oral and written) and interact with diverse individuals (public, outside agencies/vendors, and co-workers) in a courteous, confidential, effective, positive, professional, and ethical manner; Ability to travel periodically.

**DUTIES & RESPONSIBILITIES:**

Enrolls participants in the FSS Program and assists application for services and programs associated with their action plan; Develops a plan of action for each participant; matches services and provider; Advises participants in program regarding compliance with Public Housing or HCV Program rules and regulations; Works with supervisor on conducting recruitment activities, tracking results of program, action plan, service provider, program coordinating committees, and Resident Councils; Interviews FSS candidates to determine service needs, provide linkages to specific services designed to assist the family in achieving self-sufficiency; Develops a detailed service plan outlining specific services (i.e. employment training, education, and counseling), timeframes and goals for achieving self-sufficiency; Establishes and maintains regular meetings with participating families to monitor progress towards completing the Individual Action Plan; Prepares monthly accountability reports of participant's goals and achievements; Coordinates escrow payments with the Director of Self-Sufficiency Programs monthly upon participant program completion; Develops strong working relationships with various service providers, inclusive of, but not limited to, educational, banking, and human service organizations to ensure effective referral of FSS participants and associated follow-up; Works with SHA Administration, Public Housing and HCV program staff and Resident Councils to coordinate and improve delivery of services for the benefit of Family Self Sufficiency participants; and Coordinate and participate in Program workshops.

**APPLICATIONS SHOULD BE FORWARDED TO:**

Springfield Housing Authority  
Department of Human Resources  
200 N. Eleventh Street  
Springfield, IL 62703

Via e-mail: [wendym@sha1.org](mailto:wendym@sha1.org) or fax: 217-753-4421

[www.springfieldhousingauthority.org](http://www.springfieldhousingauthority.org) and by clicking on the link:

<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=167977089>

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

Posting Dates: 5/6/2024 – 5/15/2024

***This position will remain open until filled***

County Residency Required Within One Year of Employment

**The Springfield Housing Authority is an Equal Opportunity Employer**