

SPRINGFIELD HOUSING AUTHORITY

200 North Eleventh Street
Springfield, IL 62703

Position Vacancy

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

HCV Special Programs Coordinator

Full-Time Position/Salary: Negotiable

POSITION SUMMARY:

The incumbent is responsible for the technical and administrative work assisting with the coordination of the Housing Choice Voucher (HCV), Low Income Housing Tax Credits (LIHTC) and other housing assisted programs. Work consists of intake and follow-up of HCV special program applications; caseload management and monitoring of HCV participants. This includes, but is not limited to, conducting interim and annual re-certification of participants, making rent adjustments based on information received and verified, interacting with clients and landlords, planning, following-up on inquires, and processing case load management documentation and reports, calculating rent, balancing the control register, filing, typing and computer input. Contributes to the Agency receiving at least a satisfactory rating concerning HUD agency scoring systems such as HCV Management Assessment Program (SEMAP) and other future HUD required evaluation systems.

EDUCATION & EXPERIENCE:

Associate degree in social services, business administration, business management or related field; and two (2) years' experience involving direct case management, client services; or any equivalent combination of education and experience that involves or includes the necessary knowledge, skills and abilities may be considered; Tax Credit Specialist Certification required within one (1) year of employment. etc., and confidential documents.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of HUD regulations pertinent to HCV operations, LIHTC, and special voucher programs. Knowledge of Federal, State, local, and housing authority processes, procedures, policies, and regulations as they relate to HCV or Public Housing programs; Thorough knowledge of accepted consultation and interviewing techniques; Knowledge of occupational hazards and applicable precautionary measures; Skill in caseload management; planning, monitoring, and following-up; Skill and proficiency in performing mathematical calculations quickly and accurately; Skill in preparing and maintaining accurate, clear, and concise HCV or public housing records, documentation, and reports and make appropriate recommendations within scope of responsibility; Skill in the proficient use of office equipment, computers, and software; Skill in typing 40 wpm with accuracy; Skill in communicating on the level of the listener, recognizing when information has been misunderstood, and determining how to remedy the misunderstanding as needed to explain policies and procedures and to provide and exchange information to persons with varying levels of education, cultural backgrounds, and ages; Ability to understand and follow complex written and oral instructions, communicate and relate to persons of diverse backgrounds and abilities; Ability to make both routine and non-routine decisions in accordance with established administrative rules, regulations, and policies, to explain processes to clients, landlords, and other collaborators in an objective and impartial manner; Ability to deal effectively with situations requiring tact and diplomacy; 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 work independently in an organized, thorough, detailed, accurate, and efficient manner; Ability to maintain a valid Illinois driver's license and be an insurable SHA driver.

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 or fax: 217-753-4421 Employment Applications are Available on the SHA Website:

www.springfieldhousingauthority.org and by clicking on the link below

<https://Secure.YourPayrollHR.com/ta/TPCA435.careers?ApplyToJob=553869572>

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

Posting Dates: 8/21/2024 – 8/30/2024

This position will remain open until filled

County Residency Required Within One Year of Employment

The Springfield Housing Authority is an Equal Opportunity Employer