

**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 SPECIALIST**

*Full-Time Position/Salary Range: Negotiable*

**POSITION SUMMARY:**

The incumbent is responsible for the intake and follow-up of HCV applications; caseload management and monitoring of HCV participants which 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 inquiries, and processing case load management documentation and reports, calculating rent, balancing the control register, filing, typing and computer input.

**EDUCATION AND 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 U. S. Department of Housing and Urban Development Federal Regulations as they relate to HCV Housing programs, policies, and procedures; Knowledge of occupational hazards and applicable precautionary measures; Skill in caseload management; planning, monitoring, and following-up as necessary; Skill in performing mathematical calculations quickly and accurately; Skill in the proficient use of office equipment, computers, and software; Skill in typing 40 WPM with accuracy; Ability to maintain HCV records, documentation, and reports; 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 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

Employment Applications are Available on the SHA Website:  
[www.springfieldhousingauthority.org](http://www.springfieldhousingauthority.org) and by clicking on the link below  
<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=168003328>

Posting Dates: 8/9/2024 – 8/18/2024

*This position will remain open until filled*

County Residency Required Within One Year of Employment  
**The Springfield Housing Authority is an Equal Opportunity Employer**