

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:

OCCUPANCY SPECIALIST

Full-Time Position/Salary: Negotiable

POSITION SUMMARY:

The incumbent is responsible for the intake and follow-up of Public Housing applications; caseload management and monitoring of Public Housing 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 inquires, and processing case load management documentation and reports, calculating rent, 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 Public 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; Skill in maintaining accurate and complete public housing 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

Via e-mail: wendym@sha1.org or fax: 217-753-4421

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

<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=201560337>

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

Posting Dates: 9/4/2024 – 9/13/2024

This position will remain open until filled

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