

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:

Program Integrity Specialist

Full -Time Position/Salary Range: Negotiable

POSITION SUMMARY:

The incumbent is responsible for developing, implementing, and coordinating policies and programs concerning the following: overall tenant integrity, investigating and making determinations of fraud or misuse, responsible for establishing and executing repayment agreements with residents, and for the completion of specific projects as assigned under the general supervision of the Asset Manager or Director of HCV. Work is performed with considerable independence within established rules and guidelines of the SHA and the Department of Housing and Urban Development. Work is reviewed primarily through performance measures and standards, reports, and evaluation of results obtained.

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; Tax Credit Specialist Certification required within one (1) year of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Federal, State, local, and housing authority processes, procedures, policies, and regulations as they relate to HCV or Public Housing programs; Knowledge of special needs and problems that may be encountered by low-income families; Knowledge of investigation, surveillance, and interviewing skills; Knowledge of the court system; 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 preparing and maintaining accurate, clear, and concise HCV or 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 interpret and make decisions based on policy guidelines; 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.jobs?ApplyToJob=201583811>

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

Posting Dates: 8/1/2024 – 8/10/2024

This position will remain open until filled

County Residency Required Within One Year of Employment

The Springfield Housing Authority is an Equal Opportunity Employer