

**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:

**ROSS SERVICE COORDINATOR**

*Full -Time Position/Salary Range: \$42,785.00 - \$64,177.50 commensurate with education and experience*

**POSITION SUMMARY:**

The incumbent conducts individual assessments with residents of public housing; identifies local resources to assist them in aging in place and increasing quality of life and links them to said providers for service provision. Follows-up to ensure grant goals and objectives are met according to grant guidelines. Compiles and maintains program coordinating committee of service providers to evaluate service provision and makes recommendations for additional service providers as the program progresses.

**EDUCATION AND EXPERIENCE:**

- B.A./B.S. Degree in Public Administration, Business Administration, Social Services; five (5) years of progressive experience in social service or community organization; or any equivalent combination of training and work experience that provides the necessary knowledge, skills, and abilities.
- Experience in public or private agency in a position of responsibility with duties related to program development, grant formulation, program fiscal monitoring, staff supervision and program evaluation.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Federal, State, local, and housing authority processes, procedures, policies, and regulations as they relate to the ROSS Service Coordination program.
- Knowledge and understanding of social and economic problems and special needs faced by lower income families and senior citizens.
- Knowledge of occupational hazards and applicable precautionary measures.
- Skill in caseload management; planning, monitoring, and following-up as necessary.
- Skill in performing accurate mathematical calculations.
- Skill in the proficient use of office equipment, computers, and software
- Skill in typing 40 WPM with accuracy
- Skill in maintaining accurate and complete ROSS Service Coordinator records, documentation, reports, and grants.
- Ability to work independently in an organized, thorough, detailed, accurate, and efficient manner.
- Ability to represent SHA as a manager; initiate, and maintain positive public and interpersonal relationships; and communicate (oral and written) and interact with diverse individuals (public, outside agencies/vendors, co-workers, and Commissioners) 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  
Human Resources Division  
200 N. Eleventh Street  
Springfield, IL 62703

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

Pay, benefits information, and 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.careers?ApplyToJob=805559950&full\\_apply=&jobid=805559950](https://Secure.YourPayrollHR.com/ta/TPCA435.careers?ApplyToJob=805559950&full_apply=&jobid=805559950)

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

Posting Dates: 5/20/2026 – 5/30/2026

*This position will remain open until filled*

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