

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

EDUCATION & EXPERIENCE:

High school graduate who has demonstrated the ability to work with public agencies and has the potential to learn the complexity of the leasing program; must be able to type 40 wpm and have at least two (2) years experience in social work, case management, or any other related field. Must demonstrate the ability to identify and understand the nature of inquiries; must demonstrate the ability to communicate information by telephone, direct interviews, or by letter; must be knowledgeable of housing programs, policies and procedures. Must have the ability to read and interpret rules and regulations; ability to prepare and maintain accurate records and reports; ability to establish and maintain harmonious working relationships within the organization, with staff, residents, the general public, and with elected or appointed officials.

DUTIES & RESPONSIBILITIES:

Responsible for application, admission, and caseload management of public housing applicants including planning, monitoring and following-up with the participants to update files as necessary. Duties include, but are not limited to, conducting interim and annual re-certification of participants, rent calculations and adjustments based on information received and verified, interacting with clients and landlords, following up on inquires and processing case load management documentation. Screening visitors, Public Housing clients, telephone calls, and responding directly or referring to others as appropriate.

Incumbent is responsible for meeting and working effectively with groups and individuals from a diverse economic, ethnic, age and racial backgrounds; scheduling move-ins/outs and transfers; and completing all necessary paperwork to complete tenant files that move-in/out or transfer. Schedules and notifies recertification/inspection appointments on Public Housing properties. Performs clerical duties including answering telephone, typing, and filing. Responsible for submitting weekly, monthly, quarterly, and annually reports as required.

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 and by clicking on the link below:

<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: 12/4/2018 – 12/14/2018

This position will remain open until filled

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