

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

EDUCATION & EXPERIENCE:

High school graduate, supplemented with at least two (2) years college level training or trade school in a related field. Must be proficient in Microsoft Word, Microsoft Office, Excel and other related software. Ability to interpret and make decisions based on policy guidelines as well as prepare accurate, clear, and concise reports and correspondence. Ability to establish and maintain an effective working relationship with subordinates, superiors, other department heads, tenants, owners, social service agencies, and the general public. General knowledge of the laws that pertain to housing authority operations, the court system, investigation, surveillance, and interviewing skills.

DUTIES & RESPONSIBILITIES:

This position 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 the completion of specific projects as assigned under the general supervision of the Asset Manager. Work is performed with considerable independence within established rules and guidelines of the SHA and the Department of Housing and Urban Development.

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: 9/25/2018 – 10/4/2018

This position will remain open until filled

County Residency Required Within One Year of Employment

The Springfield Housing Authority is an Equal Opportunity Employer