

**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:

**SERVICE COORDINATOR**

*Full-Time Position / Salary Range: Negotiable*

**EDUCATION & EXPERIENCE:**

B.A./B.S. Degree in Public administration, Business Administration, Social Services or related field or at least four (4) years of progressive experience in a responsible position in the Social Services field. Five (5) years of progressive experience in Social Service and/or the field of Community Organization. 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. Thorough knowledge and understanding of social and economic problems faced by lower income families and senior citizens; ability to communicate and work effectively with groups and individuals from diverse economic, ethnic, age and racial backgrounds; ability to handle confidential information and matters; ability to follow oral and written instructions of a complex nature with minimum supervision.

**DUTIES & RESPONSIBILITIES:**

Conduct individual assessments with residents of public housing, identify local resources to assist them in aging in place and increasing quality of life and linking them to said providers for service provision. Follow up to ensure grant goals and objectives are met according to grant guidelines. Compile and maintain Program Coordinating Committee of service providers to evaluate service provision and make recommendations for additional service providers, etc. as the program progresses. Prepare monthly and quarterly reports as necessary.

**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](mailto:wendym@sha1.org) or fax: 217-753-4421

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.jobs?ApplyToJob=218326658>

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

Posting Dates: 11/5/2018 – 11/14/2018

*This position will remain open until filled*

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