

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:

HOUSING NAVIGATOR

Full-Time Position/Salary: Negotiable

POSITION SUMMARY:

The incumbent is responsible for system-level initiatives to increase access to units for clients who are enrolled in the HCV Program and designing processes to expedite housing placements; conducts outreach to understand the needs of landlords; assists HCV applicants as necessary; and builds community capacity by hosting landlord orientation and training sessions.

EDUCATION AND EXPERIENCE:

B.A./B.S. degree in public administration, business administration, social services, or a related field; Experience in providing homeless services, social services, or community services through a public or private agency with duties related to program development, management, risk mitigation, and evaluation; or Any equivalent combination of training and work experience that involves or includes the necessary knowledge, skills, and abilities may be considered; and Strong familiarity of the city of Springfield and housing unit identification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of U. S. Department of Housing and Urban Development Federal Regulations as they relate to HCV Housing programs, policies, and procedures; 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 Housing Navigator records, documentation, reports, and grants; 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 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

www.springfieldhousingauthority.org and by clicking on the link:

<https://Secure.YourPayrollHR.com/ta/TPCA435.careers?ApplyToJob=553869571>

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

Posting Dates: 3/1/2024 – 3/10/2024

This position will remain open until filled

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