



ST. CLAIR COUNTY HOUSING AUTHORITY

Administrative Department
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Belleville, IL 62223



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JOB ANNOUNCEMENT – October 29, 2024

The **St. Clair County Housing Authority** (SCCHA) is accepting applications for the following position:

POSITION: Family Self-Sufficiency (FSS) and Resident Opportunities Coordinator
SALARY: \$45,000/annually, +/- depending upon experience and qualifications
(This is a grant funded position.)

This is a full-time position for work in the SCCHA Central Office in the Section 8 Housing Choice Voucher Program (HCVP), with the potential for assignments throughout St. Clair County. This position is for an individual who has capacity to successfully work with, mentor and motivate program participants to advance their education and enhance their employability with the overall, long-term goal of achieving financial self-sufficiency. The FSS Coordinator assures that program participants are linked to supportive services they need to achieve self-sufficiency and works directly with the families and service providers in the community to help participants obtain jobs and services.

This position involves a full-range of responsibilities including, but not limited to development and formation of Program Coordinating Committee (PCC), participant selection, development of individual training and services plans, preparing and presenting periodic monitoring reports, maintaining properly notated case management files, calculating escrow contributions, and determining eligibility for escrow pay-outs.

Successful candidate must have or develop (during evaluation period) detailed working knowledge of HUD’s Section 8 HCVP Family Self-Sufficiency Program regulations and other guidance material. The FSS Coordinator must make well-substantiated compliance determinations related to all aspects of program operations. All assigned duties and tasks must be completed timely, with a high degree of accuracy and efficiency.

Job requirements include: a minimum of three years successful full-time related work experience (as determined by SCCHA); Bachelor’s Degree in Social Work, Human Services or other related field. *(Note: At the sole discretion of SCCHA college coursework substantially equivalent to a Bachelor’s Degree may be accepted and/or additional related work experience may be substituted for formal education requirements. An equivalent combination of work experience and formal education will be considered on a case-by-case basis.)*

Successful candidate must have valid driver’s license, evidence of auto insurance with minimum State limits of coverage, and willingness to use personal vehicle for SCCHA business upon request. Person hired must be able to be covered under SCCHA’s auto insurance policy;

Skills considered essential to successful performance of the job include: extensive knowledge of local community service program network; strong inter-personal communication skills; excellent written and oral communication and case management skills; capacity to use personal computer software applications, especially Microsoft Word, Access, Excel, and customized software application for subsidized housing program administration (applicants with prior work experience using federally assisted housing program and software applications preferred); and ability to use general office equipment / machines (copiers, faxes, postage meter, calculator, etc.). Individual must possess a flexible and cooperative approach to workplace; ability to read, understand and apply written program guidelines / regulations; and willingness to follow supervisory instructions / directions and accurately and productively work with minimal daily supervision.

Candidates for this position must have a combination of education, work experience, and job skills that are determined by SCCHA to result in a high likelihood of successful performance of the job duties. Upon hire, employee may be required to attend and pass Nan McKay and Associates Section 8 HCVP Family Self-Sufficiency Program Coordinator [or other similar industry certification] certification exam by conclusion of evaluation period. Applicants who have received FSS Coordinator training and passed a certification exam within the last five (5) years will receive hiring preference.


Applicants must meet experience and various other required qualifications to be considered, except those noted as being able to be obtained / completed during initial six-month evaluation period. Applications and Job Description, including specific requirements and qualifications, for this position are available upon request by contacting:

Shanae Golliday-Anderson, Administrative Director
St. Clair County Housing Authority
1790 South 74th Street
Belleville, Illinois 62223
Phone: (618) – 277-3290, extension 6980

Interested applicants **must** complete an SCCHA Application for Employment form and may submit a resume and related materials.

The SCCHA reserves the right to verify application information, conduct selective interviews and make the final decision regarding applicant appointment to this position.

DEADLINE: 4:00p.m., Thursday, November 28, 2024

Approved for Posting by: 
Vera Jones, Executive Director