



JOB ANNOUNCEMENT – November 6, 2023

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

POSITION: Program Assistant – Housing Choice Voucher Program

SALARY: \$18.50 per hour (+/-) depending on qualifications and experience

This is a full-time position for work in the SCCHA Central Office in the Housing Choice Voucher Program (HCVP), with the potential for assignments throughout St. Clair County. Entry-level position for an individual who has capacity to successfully perform a variety of HCVP duties and tasks, particularly those related to conducting client interviews, determining program eligibility and completing initial, annual and/or interim household income and family composition certifications and/or re-certifications. Work involves determining benefit level with a high degree of accuracy in accordance with federal statutes, HUD regulations (and other guidance material) and SCCHA policies and procedures. There is a substantial amount of document copying, faxing, mailing, receiving and filing involved in this position. These tasks must be completed timely and achieved with a high degree of accuracy.

Job requirements include: minimum of one year successful full-time work experience (additional work experience, especially in job-related field / setting as determined by SCCHA strongly preferred); high school diploma or G.E.D. required (applicants with some secondary education ----college course work and/or vocational training in related field as determined by SCCHA preferred); ability to obtain valid driver's license during probationary period and to be covered under SCCHA's auto insurance policy; capacity to use personal computer software applications, especially Microsoft WORD, and customized software application for subsidized housing program administration (applicants with prior work experience using assisted housing software applications strongly preferred); and ability to use general office equipment / machines (copiers, faxes, postage, calculator, etc.).

Skills considered essential to successful performance of the job include: strong interpersonal skills, ability to prepare basic business-level written correspondence, aptitude for mathematical applications, computer literate, flexible and cooperative approach to workplace, ability to read and understand written program guidelines / regulations, and willingness to follow supervisory instructions / directions and accurately and productively work with minimal daily supervision. Strong organizational skills are also a necessity for success in this position.

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 must pass Nan McKay and Associates HCVP Rent Calculation Exam (or other similar industry certification) by conclusion of evaluation period. Applicants who have received rent determination training and passed a certification exam within the last five (5) years will receive hiring preference, as will applicants who qualify as a Section 3 worker.

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. A three-month evaluation period is available to applicants currently working for SCCHA and/or in a directly related position in the federally assisted housing field. 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: 4:00 P.M. November 20, 2023, or until filled.

Approved for
Posting by:


Larry McLean, Executive Director

THIS IS AN EQUAL EMPLOYMENT OPPORTUNITY- M/F/D/V