



The Aurora Housing Authority™

## **Occupancy Specialist**

The Aurora (IL) Housing Authority (AHA) is seeking a highly-qualified candidate for the position of Occupancy Specialist.

Under general supervision, the Occupancy Specialist is essentially responsible for case management duties associated with waiting lists and rental assistance for the Public Housing and Voucher Programs in accordance with HUD and AHA policies and regulations.

### **Qualifications Required:**

- High School Diploma and three years relevant housing/occupancy specialist, case management or related work in property management or public housing experience; or
- Must have an accredited Occupancy Specialist Certification (Specialist of Occupancy or HCV Specialist Certification) or the ability to obtain within 6 months of hire
- Must possess a valid Illinois driver's license
- Must be able to pass a criminal background check

### **Qualifications Preferred:**

- Associate's degree from an accredited college or university with a major in Finance, Information Technology, Urban Planning, Business/Public Administration or related field

Salary is commensurate with experience and education. An email version of your letter of interest and resume must be received by 4:00PM CST on Monday, November 30, 2020 and should be submitted to Maria Godinez, Director of Public Housing, [mariagodinez@auroraha.org](mailto:mariagodinez@auroraha.org)