



INTERNAL NOTICE OF POSITION OPENING

KNOX COUNTY, ILLINOIS 05/20/2020

The Knox County Housing Authority provides high quality, affordable housing opportunities for individuals and families, while promoting self-sufficiency, empowerment, and a sense of community development. The KCHA is the largest owner of rental housing in Knox County, providing homes to over 1,300 people. We currently have 424 units in our public housing portfolio - 228 single, elderly, and disabled units, 196 units of family housing, and 138 units of multi-family housing. The agency also oversees 200 Housing Choice Vouchers that allow low-income families to rent from private landlords throughout the jurisdiction.

OCCUPANCY SPECIALIST – FAMILY SITES

The Occupancy Specialist will have overall responsibility for maximizing the utilization of available housing resources through "front office" clerical and program-specific functions for the public housing programs at assigned locations including office and phone reception services, interviewing and processing applications for all continued occupancy, maintaining waiting lists, obtaining verifications related to continued occupancy (income/assets/expenses/family composition), conducting all recertification processes (annual and interim), accurately calculating tenant rent, and other related tasks that support the goals and objectives of the Knox County Housing Authority. This position will be a primary point of contact for applicants, program participants, participant families, other social service agencies or community organizations, employers, KCHA staff, neighboring housing authority staff, HUD staff, and the general public. Leasing units, maintaining continued occupancy, and enforcing the lease are primary functions of this position.

A full job description is available online at <https://knoxcountyhousing.org/kcha-careers>, or upon request. Interested candidates are encouraged to submit a letter of interest to Executive Director Derek Antoine no later than Tuesday, May 26, 2020 by 4:30 p.m. Application documents will be accepted via mail, fax, or email. Should applicants have questions regarding this posting, please contact:

Derek Antoine, Executive Director
Knox County Housing Authority
216 W. Simmons St.
Galesburg, IL 61401
dantoine@knoxhousing.org
(309) 342-8129, extension 1223
(309) 342-7206 (Fax)

At the Knox County Housing Authority, we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our participants, and our community.

The KCHA is proud to be an equal opportunity workplace and employer.

