

Housing Authority of Henry County
Occupancy Coordinator
Full-time 37.5 hrs./wk.
Starting wage - \$46,000

Responsible for leasing activities for 450 public housing units scattered throughout Henry County. Seeking a motivated, organized, quick-learner for this rewarding position. Please see attached job description for expectations. Applications are located at the HAHC office: 125 N. Chestnut St., Kewanee or www.henrycountyhousing.us. Deadline is 4:00pm, March 10, 2025 or until filled. For further details, contact Angela Hathaway, CEO ahathaway@henrycountyhousing.us.

The HAHC offers an outstanding benefit package including 100% company paid health insurance for employee, generous paid time off, flexible work schedule, and IMRF pension plan.

The HAHC is a Drug Free Workplace and an equal opportunity employer.

Housing Authority of Henry County
Job Description

Job Title: Occupancy Coordinator	FLSA Status:	Non-Exempt
Department: Property Management	Reports To:	Director of Occupancy
Prepared By: Angela Hathaway	Prepared Date:	February 19, 2025

SUMMARY

Under the direction of the Director of Occupancy, the Occupancy Coordinator is responsible for leasing activities related to all 450 Housing Authority of Henry County (HAHC) owned public housing units scattered throughout 6+ developments in Henry County, IL.

The Occupancy Coordinator is required to comply with all applicable U.S. Department of Housing and Urban Development (HUD) and/or USDA/Rural Development, state and local laws, and HAHC policies.

Essential Duties and Responsibilities

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

1. Maintains public housing occupancy at 98%+ at all times.
2. Processes completed applications, interviews applicants, and assesses eligibility and suitability. Follows established policy and procedures for screening applicants. Shows rental units to applicants.
3. Verifies family composition.
4. Verifies income information from various sources such as: employers, banks, social service agencies, Social Security Administration, unemployment agencies, and individual contributions.
5. Assures completion of applicant background checks and recommends acceptance or rejection of applicants.
6. Provides move-in orientation to new tenants explaining rules and regulations required by HUD and the HAHC.
7. Calculates rent and pro-rated rent; collects move-in rent and security deposit.
8. Ensures pet policy and reasonable accommodation activities are properly addressed at move-in.
9. Maintains exceptional communication with all HAHC departments to facilitate efficient and accurate operations.

10. Processes move-in and move-out paperwork and inspections in a timely manner.
11. Performs all administrative activities related to unit transfers and lease adds/removals.
12. Maintains waitlist and applicant/tenant files with strict adherence to HUD required standards.
13. Maintains a variety of occupancy records and statistics; prepares and submits reports as required.
14. Attends seminars, workshops and training sessions as needed.
15. Gives presentations to various groups on occasion.
16. Performs other duties as assigned.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/Or Experience

High School graduate or equivalent with 2+ years administrative experience.

Ability to learn policies and regulations of the HAHC as established by the board of commissioners and in compliance with HUD, local, state and federal regulations.

Computer proficiency in Windows operating systems and MS office software, including Word, Excel and Outlook. Able to operate Internet applications and email, as well as other proprietary software programs.

Possession of a valid Drivers License.

Language Skills

Ability to read and comprehend instructions, short correspondence, and memos.

Ability to prepare correspondence, reports, memos, etc. Ability to effectively communicate with customers, vendors, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to learn accurate rent calculation.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle, or feel; and talk or hear. The employee is

occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Employee

Acknowledgment

Date

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.



Housing Authority of Henry County

125 N. Chestnut Street, Kewanee, IL 61443

Ph.: (309) 852-2801 Fax: (309) 852-0889

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Name:		Date of Application:		
Street Address:		City:	State:	Zip:
Home Phone:		Alternate Phone Number:		
Social Security Number:		Are you 18 years of age or older?		Yes No
Position(s) Applied For:		Date available for work:		
Do you want to work:		Full-Time	Part-Time	Temporary
Email address:				
How did you learn about us:		Advertisement	Relative	Inquiry
Employment Agency		Friend	Other _____	
Have you ever worked for HAHC previously		Yes	No	
If Yes, give dates of employment:				
Do you currently have any relatives employed by HAHC or are a member of the Board of Commissioners? Yes No If yes, list name(s):				

EDUCATION

	Name & Address of School	Course of Study	Years Completed	Diploma/Degree Received
High School				
College				
Technical				
Other				

EMPLOYMENT EXPERIENCE

List your work history for a minimum of TEN years. Start with the present and work backwards. Include: 1) all full-time jobs, 2) all part-time jobs, 3) all periods of self-employment, and 4) all periods between jobs. When between jobs, enter UNEMPLOYED in the space for "Employer", show the dates, and explain period between jobs.

Are you currently employed? Yes No. If yes, may we contact this employer? Yes No

Employer:	Dates Employed: From:	To:
Address:		
Telephone Number:	Duties and Responsibilities:	
Supervisor:		
Your Job Title:		
Reason for Leaving:		

Employer:	Dates Employed: From:	To:
Address:		
Telephone Number:	Duties and Responsibilities:	
Supervisor:		
Your Job Title:		
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Supervisor:		
Your Job Title:		
Reason for Leaving:		

If you need additional space, please continue on a separate sheet of paper.

SPECIALIZED SKILLS

Summarize special job- related skills or qualifications acquired from employment or volunteer experiences.

List professional, business, or civic activities and offices held. *You may exclude membership which would reveal gender, religion, national origin, age, ancestry, disability or other protected status.*

Describe any military training, apprenticeship or vocational skills training you have received.

State any additional information you feel may be helpful to us in considering your application.

REFERENCES

Name:	Street Address:
City:	State/Zip:
Relationship:	Years known:

Name:	Street Address:
City:	State/Zip:
Relationship:	Years known:

Name:	Street Address:
City:	State/Zip:
Relationship:	Years known:

Please read carefully before signing this form

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.
2. I authorize the Henry County Housing Authority to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
3. I understand that upon receiving a job offer, a pre-employment drug screen may be required. (Note: If this is a job requirement, you will be notified).
4. Regardless of whether or not I become employed by the housing authority, I recognize that this application will remain active for only ninety (90) days and should not be considered a contract of employment. I understand that employment at the housing authority is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the housing authority's, unless specifically provided otherwise in a written employment contract. I further understand that no housing authority employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the housing authority and then only by means of a signed, written document.

Signature of Applicant

Date

PLEASE RETURN THE FOLLOWING ITEMS:

1. **JOB APPLICATION** (Complete in its entirety)
2. **A COVER LETTER**

TO:

**The Housing Authority of Henry County
125 North Chestnut Street
Kewanee, IL 61443**

In the entryway dropbox or to receptionist

**You may scan and email packet to Angela Hathaway:
ahathaway@henrycountyhousing.us**

FOR MORE INFORMATION REGARDING APPLICATION PROCEDURES

PLEASE CALL

(309) 852-2801