

Peoria Housing Authority

Moving Families Forward

JOB POSTING

DATE:	August 21, 2019
JOB TITLE:	Program Integrity Specialist (2)
REPORTS TO:	Director of HCV / Director of Asset Management
SALARY:	Negotiable
FLSA STATUS:	Non-Exempt
DEADLINE:	September 3, 2019 or until filled

JOB SUMMARY:

Develops, implements and coordinates policies and programs concerning the following: overall tenant integrity, investigating and making determinations of fraud or misuse, responsible for establishing and executing repayment agreements with residents and for the completion of specific projects as assigned under the general supervision of the Director of Housing Choice Voucher or Director of Asset Management. Work is performed with considerable independence within established rules and guidelines of the PHA and the Department of Housing and Urban Development. Work is reviewed primarily through performance measures and standards, reports and evaluation of results obtained.

SUMMARY OF MAJOR JOB RESPONSIBILITIES:

- Responsible for the computation of amounts due the Authority as well as making decisions regarding method of collection.
- Initiates and monitors repayment agreements as deemed necessary.
- Files fraud cases in the court system as well as represents the PHA in the presentation of these cases as applicable.
- Conducts monthly quality control reviews on Specialists (to include income calculations, deductions, payment standards, rent increases, etc.).
- Oversees annual independent audits including: collection of files prior to audit, corrections from audit findings and responses to auditors).
- Runs monthly reports for income discrepancies and ensures corrections are made.
- Verifies information keyed by Specialists for re-exams and interims, documenting corrections needed.
- Employee must be physically able to work in various locations and conduct various activities at the project sites.
- Employee must be physically capable of climbing stairs and kneeling.
- Employee must be public relations oriented.
- Employee must possess strong leadership skills and work well independently and in groups.

Submit resume by Tuesday, September 3, 2019, 5pm to:

Name: Melissa Huffstedtler Acting Human Resources Director
Address: PHA Administration Building, 100 S. Richard Pryor Place, Peoria, IL 61605
Email address: melissah@sha1.org

***Resumes will be accepted until the vacancy is filled.
Equal Opportunity Employer***