

SPRINGFIELD HOUSING AUTHORITY
25 Saab Court, P.O. Box 1609
Springfield, MA 01101-1609

PLEASE POST

NOTICE OF AVAILABLE POSITIONS

The Springfield Housing Authority, consistent with its equal opportunity and affirmative action policies, invites applicants for the positions Security Guard and Investigator.

To apply for these positions applicants must forward a resume and cover letter to Springfield Housing Authority, Human Resources, 25 Saab Court, Springfield, MA 01104 or e-mail careers@shamass.org.

Applications are available for completion at 25 Saab Court, Springfield, MA 01104. Resumes can be faxed to Human Resources at 413-785-4516.

Resumes and applications must be received by January 25, 2012

Security Guard

Gentile Apartments – 85 William Street

Wednesday: 10:00 p.m. – 2:00 a.m.

Thursday, Friday, and Saturday: 9:30 p.m. – 2:30 a.m.

\$12.00 per hour, no benefits

Perform surveillance, safety checks, resident complaint resolution, violation reporting, and other similar duties to safe guard SHA Public Housing Developments and residents.

Work from established procedures, practices, methods and schedules; standard forms, written and verbal instructions. Duties require attention to physical ability to move around development areas, observance of safety procedures and wearing of protective clothing and use of authorized equipment. Valid Mass Drivers license required.

Knowledge of administrative practices, public housing safety issues and procedures; Over 1 year up to and including 3 years of progressive learning experience.

Investigator, Public Housing

\$18.00 - \$20.00 per hour

19 hours per week, no benefits

Responsible for ensuring a high quality life for residents of the Springfield Housing Authority by devoting resources to investigating lease violations. The Investigator will conduct investigations, monitor office and court agreements, assist in preparing cases for referral to SHA attorneys, and appropriate outside agencies in accordance with Springfield Housing Authority policies and procedures.

The ideal candidate must have excellent communication skills, and customer service skills. The ability to work independently , make quick and careful decisions when necessary. Previous experience in law enforcement and/or public safety preferred (retired Police officers are encouraged to apply). Must have a vehicle and a valid Massachusetts Driver's License. Bilingual(English/Spanish) candidates preferred. Must be flexible and able to work rotating shifts that may include evenings, nights and weekends.