

Maintenance Mechanic

**WE'RE
HIRING!**

Regional Housing Development is seeking qualified candidates for the position of Maintenance Mechanic. The Maintenance Mechanic reports directly to the Associate Director of Operations and is responsible for the maintenance and repair of the Menard County Housing Authority's buildings and grounds. Qualifications include graduation from an accredited high school or possession of GED, supplemented by vocational/technical school training in carpentry, electricity, plumbing, heating and air conditioning, and/or related, with journeyman level skill in one of the recognized building trades; and four years progressively responsible experience in building and grounds maintenance, building construction, or related experience or a combination of education, training, and experience equivalent to the above. Other special requirements include possession of a valid driver's license; ability to be covered under RHD's vehicle insurance policy and fidelity bond; and must be willing and able to provide emergency coverage after hours. Submit resume no later than Monday, November 27, 2017 to: Meggann Bell, Director of Operations, P.O. Box 168, Petersburg, IL 62675 or email to mbell@menardcha.org. Regional Housing Development is an equal opportunity employer.

Housing Counselor

**WE'RE
HIRING!**

The Menard County Housing Authority is seeking a responsible individual for the part-time position of Housing Counselor.

Primary responsibilities will be to work with program participants providing counseling in the areas of credit, budgeting, mortgage/default, rental housing, and connecting clients to resources.

Performance of duties requires knowledge of social service agencies, graduation from accredited college with degree in sociology, psychology, education or related field, 2 or more years' experience in social work or counseling, or an equivalent combination of education and experience. Submit resume no later than Monday, November 20, 2017 to: Menard County Housing Authority, Attn: Human Resources, P.O. Box 168, Petersburg, IL 62675 or e-mail to info@menardcha.org.

Menard County Housing Authority is an equal opportunity employer. Job Description available at MCHA office upon request.