



COLVILLE INDIAN HOUSING AUTHORITY

P.O. BOX 528
Nespelem, WA 99155
509.634.2160 (f) 509.634.2335
Washington Relay No. for Hearing Impaired 1.800.833.6388

JOB ANNOUNCEMENT

POSITION: Occupancy Specialist I
SALARY RANGE: \$16.00 - \$17.34 per hour
REPORTS TO: Resident Services Manager
SUPERVISES: None

BASIC FUNCTIONS: The Occupancy Specialist I is responsible for performing the duties associated with rental and homeowner agreements for Low Rent, NAHASDA, Low Income Housing Tax Credit, Mutual Help and other programs or projects managed by CIHA, ensuring CIHA policies, procedures, and applicable federal regulations are met. Also performs other duties as assigned.

MINIMUM QUALIFICATIONS: High School diploma or GED plus two years of successful and responsible work experience. Proficiency in Microsoft Office, including Excel spreadsheet programs, Word documents and Outlook. Must possess excellent written and oral communication skills, with experience that shows a high degree of interpersonal skills working with staff, residents and the general public.

SPECIAL REQUIREMENTS: Must possess a valid Washington State Driver's License and establish eligibility for vehicle insurance. Must be able to drive in adverse weather conditions. Must be able to lift up to 25 lbs., sit and/or stand for long periods at a time. Must successfully clear an extensive Criminal Background Inquiry and pre-employment drug screen.

CLOSING DATE: Open until filled – First review June 20, 2017

Applications **MUST** be received by 3:30 PST

INFORMATON: Colville Indian Housing Authority
Attention: Tauni Marchand
P.O. Box 528
Nespelem, WA 99155
(509) 634-2160
tauni.marchand@colvilletribes.com

For a copy of the full job description and application please visit:
<https://www.colvilletribes.com/indian-housing-authority/>

Indian Preference will apply; preference will also be given to honorable discharged veterans who are minimally qualified. Advertised 06/05/2017



COLVILLE INDIAN HOUSING AUTHORITY

P.O. BOX 528

Nespelem, WA 99155

509.634.2160 (f) 509.634.2335

Washington Relay No. for Hearing Impaired 1.800.833.6388

JOB DESCRIPTION

POSITION: Occupancy Specialist I

PURPOSE OF POSITION: To perform duties associated with rental and homeowner agreements for Low Rent, NAHASDA, Low Income Housing Tax Credit, Mutual Help, and other programs or projects managed by CIHA, ensuring CIHA policies, procedures, and applicable federal regulations are met.

REPORTS TO: Resident Services Manager

SUPERVISES: None

STATUS: Non-exempt

PAY RANGE: \$16.00 – \$17.34

DUTIES AND RESPONSIBILITIES:

The Occupancy Specialist I is responsible for performing the duties associated with the Admissions and Occupancy of CIHA applicants and tenants in accordance to established policies and procedures. Also performs other duties as assigned. Specific duties include, but are not limited to:

Acceptance and subsequent processing of applications from applicants, and performance of income/background/utility verifications so that certification of eligibility may be completed in compliance with regulations.

Maintain, screen, review, and update application waiting list on a weekly basis and informs applicants of needed updates and/or changes per policy.

Prepare lease agreements, and move-in orientation for tenants/homebuyers, as directed by Supervisor.

Calculates rental/monthly payments via computer system based on tenant's income, established policies and procedures and federal regulations.

Counsels tenants regarding concerns with their accounts receivable balance pertaining to rent changes.

Conduct move-in and annual inspections to ensure tenant/homebuyer compliance with lease/homebuyer agreement, and ensure follow-up on inspections are completed, as directed by Supervisor.

Enter move-in/move-outs via Housing Data Systems and notify CIHA staff via memorandum.

Scans, enters new tenant records and retrieves documents via Records Management electronic tenant database, ensuring all required and necessary data is in files.

Provide backup support to Tenant Services Inspector as needed.

Provide back up and relief to front office, greeting visitors, answering phones, and taking payments as needed.

Travel is required to all CIHA managed sites in all districts on the CCT reservation, as needed.

SUPERVISORY RELATIONSHIPS:

The Occupancy Specialist I reports to and receives direction from the Resident Services Manager. He/she is expected to carry out his/her responsibilities in a professional and businesslike manner and in accordance with CIHA policies and federal program requirements. Supervision is not a normal function of this position.

MINIMUM QUALIFICATIONS:

High School diploma or GED plus two years of successful and responsible work experience. Proficiency in Microsoft Office, including Excel spreadsheet programs, Word documents and Outlook. Must possess excellent written and oral communication skills, with experience that shows a high degree of interpersonal skills working with staff, residents and the general public.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of applications of Tribal Code, Federal Regulations, lease agreements, policies and procedures as it pertains to the Resident Services Department.

Ability to research for continued self-education in Low Rent, Mutual Help, NAHASDA, and Tax Credit Housing.

Must understand the need for confidentiality and demonstrate same.

Ability to establish and maintain good rapport with the general public, especially residents and co-workers.

Ability to communicate effectively and clearly both verbally and in writing, including in occasional public meetings.

Ability to be a self-starter without the need for close supervision.

Ability to organize and have good follow-up skills.

Ability to manage conflict under difficult situations.

Knowledge of and experience working with community agencies serving low and middle income families.

Ability to work harmoniously with others.

Ability to work individually and as part of a team to achieve planned goals and objectives.

SPECIAL REQUIREMENTS:

Must possess a valid Washington State Driver's license and establish eligibility for vehicle insurance.

Must be able to drive in adverse weather conditions.

Must be able to lift up to 25 lbs., sit and/or stand for long periods at a time.

Must successfully clear an extensive Criminal Background Inquiry and pre-employment drug screen.

Employee Signature: _____ Date: _____

Resident Services Manager Reviewed: _____ Date: _____