



Swinomish Housing Authority

P.O. BOX 677
LaCONNER, WASHINGTON 98257-0677
Phone (360) 466-4081
Fax (360) 466-7219

Swinomish Housing Authority (SHA) Job Announcement - Position Description

Job Title: Occupancy Specialist

Job Summary: This position is the lead staff person responsible for most administrative functions related to carrying out occupancy duties in compliance with local and federal rules and regulations; and, to ensure SHA and tenants/homebuyers compliance with tenant/homebuyer contract rights and responsibilities. Position will consult with professional staff, funding agencies, policy makers and published rules, regulations and statutes to ensure such compliance. Position will report to the SHA Executive Director. Position is full time with a full benefit package.

Principal Duties and Responsibilities. This position is responsible for the following duties including but not limited to:

Develop, maintain and track tenant and related files and records including rental contracts and other agreements, correspondence, notices, inspections, personal income information, rental and homebuyer charges and payments, referrals, etc.;

Calculate rental and homebuyer monthly charges based on income information provided by residents, employers, government entities, etc.;

Schedule and track home inspections. Track tenant accounts receivable;

Provide, accept, review and process applications for housing assistance through completion. Develop and maintain wait lists based on established scoring criteria;

Prepare monthly tenant/homebuyer billings;

Work with Life Skills Counselor to provide information, training guides and referrals to residents in the area of budgeting, house maintenance and upkeep, and various social and health services;

Assist with front office duties as needed including answering telephone, accepting payments, mailings, etc.

Conduct meetings with individual tenants, tenant families and tenant representatives.

Prepare periodic reports on activities and issues as needed;

Perform other related duties as needed and assigned.

Education, Experience & Training. In order to be considered for this position applicants must demonstrate that they meet the minimum requirements for this position as described below:

Associate degree in: business or public management, administration or accounting; social sciences/sociology; human services; psychology; or, related fields.

Two years of work experience related to the job duties or similar allied duties.

Directly related work experience may be substituted for educational experience on a case by case basis.

Math skills sufficient to accurately perform additions, subtraction, division and calculating percentages and some basic knowledge of accounting/bookkeeping principles;

Experience and skills in word processing, spread sheets and other electronic communication tools and programs;

Other Job Requirements.

Ability to communicate with tenants, homebuyers and the general public in a sensitive and effective manner in person, on the phone and in writing;

Ability to organize and maintain confidential material and maintain confidentiality in communication with co-workers and the public;

Must have a pleasant attitude, be punctual, be courteous and demonstrate patience and the ability to constructively listen to and assist residents, general public and co-workers;

Ability to occasionally travel for training and conferences;

Ability to pass a pre-employment drug screening and criminal background check;

Must have current and valid Washington State driver's license.

Native American preference in hiring applies.

To Apply.

Interested candidates must submit:

A letter of interest that describes the candidates reasons for applying, strengths/weaknesses, etc.;

A current resume with job related references;

School transcripts and/or diploma demonstrating educational attainment;

A completed Tribal application form (may be obtained on-line at www.swinomish.org or by calling 360-466-4081);

Any other documents/information the candidate feels will be useful to reviewers.

Deadline.

Complete application packets must be submitted no later than 5:00 pm (PST), March 31, 2017 to:

Swinomish Housing Authority
P.O. Box 677
La Conner WA 98257

Attn: John Petrich