



Chippewa Housing Authority

554 Chicog Street • PO Box 187 • Lac du Flambeau, WI 54538
715-588-3348 • Fax: 715-5887935

~JOB ANNOUNCEMENT~

Title: **HOUSEKEEPING INSPECTOR**

Location: Lac du Flambeau Chippewa Housing Authority

Salary: \$18.00-\$22.00/hr., 40 hours per week
(Based on Experience and/or Qualifications)

Fringe Benefits: Medical (Premium's Reimbursable), Dental, Optical & 401K Retirement after 90-day probationary period.

Supervisor: Executive Director

Requirement: High School Diploma or equivalent required. Mandatory Drug Test, random thereafter. Must have valid driver's license, liability insurance and own means of transportation for self.

APPLICATION (WITH RESUME OPTIONAL) DEADLINE DATE:

To CHA In-Person: Open Until Filled

BY Mail/USPS: Open Until Filled

Job Summary: The CHA Housekeeping Inspector will conduct initial move-in, annual occupied, and special inspections on single and multifamily residences and apartments to ensure that properties meet federal and local housing quality standards required for eligibility in the NAHASDA, Low Income Housing Tax Credit, and Rural Development Programs. The CHA Housekeeping Inspector will make independent judgments in the field in accordance with departmental policy, and must effectively communicate these decisions to others to obtain compliance. Under the direct supervision of the, the purpose of the position is to inspect a minimum of 260 homes for the Chippewa Housing Authority.

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

For a complete job description, go to www.ldfcha.org or call (715) 588-3348.



~JOB DESCRIPTION~

Title:	HOUSEKEEPING INSPECTOR
Location:	Lac du Flambeau Chippewa Housing Authority
Salary:	Starting at \$18.00 - \$22.00 per hour depending on qualifications. 40 hours per week
Fringe Benefits:	Medical (Premiums Reimbursable), Dental, Optical & 401 K Retirement after 90-day probationary period.
Supervisor:	Executive Director
Requirements:	High School Diploma or equivalent required. Mandatory Drug Test, random thereafter. Must have valid driver's license, liability insurance and own means of transportation for self.

Job Summary: The CHA Housekeeping Inspector will conduct initial move-in, annual occupied, and special inspections on single and multifamily residences and apartments to ensure that properties meet federal and local housing quality standards required for eligibility in the NAHASDA, Low Income Housing Tax Credit, and Rural Development Programs. The CHA Housekeeping Inspector will make independent judgments in the field in accordance with departmental policy, and must effectively communicate these decisions to others to obtain compliance. Under the direct supervision of the, the purpose of the position is to inspect a minimum of 260 homes for the Chippewa Housing Authority.

Job Duties and Responsibilities:

- Schedules and performs initial move-in, housekeeping, and special inspections of CHA housing units, checking for basic maintenance problems such as plumbing, electrical, heating and appliance malfunctions;
- Inspects CHA housing units to investigate housekeeping, cleanliness and sanitary condition problems that are referred to the employee by management offices;
- Inspects and submits reports of actions to be taken before housing units are leased, whenever a tenant vacates a unit and whenever an emergency occurs;
- Completes inspection reports, pictures, and related documentation as per Housing Department Policies and Procedures, review the form for completeness, obtain tenant signature upon completion;
- Prepares reports on completed inspections in the Housing Data System software and forwards reports to the Maintenance Assistant for work orders to be prepared. Health and Safety issues must submit report to CHA Building Inspector. Files copies of completed inspections in tenant files;
- Documents efforts to bring properties into compliance and conducts follow-up inspections to ensure that work is completed;
- Assures all inspections are scheduled, performed, and inputted in a timely manner;
- Refers tenants to appropriate staff on how to do basic home repairs, how to clean units and how to maintain units;
- Submit monthly reports to the Maintenance Manager and Executive Director. Present monthly reports to the CHA Board.
- Testifies and presents evidence in administrative hearings and court proceedings;
- Report any form or type of child abuse and neglect, as required by law, to the Indian Child Welfare office and any other office as required, and which includes reporting housekeeping neglect as being unsafe and unsanitary, etc.;
- Perform other related duties as directed by Supervisor.

Working knowledge, skills and abilities:

- Knowledge of the principles and methods applied in the inspection;
- Ability to observe, verify and document the results of housing unit inspections;
- Ability to prepare inspection reports and related forms;
- Working knowledge in the use of CHA's camera equipment;
- Knowledge with CHA Policies and Procedures;
- Ability to effectively communicate verbally with a variety of people;
- Ability to effectively communicate in writing, generally using existing form letters or other documents as examples;
- Knowledge of organizational and planning skills necessary to accomplish the work load.
- Analytical skills necessary to: research policies, procedures, and guidance in response to specific questions or issues;
- Creative problem-solving skills for use when there is no directly applicable guidance;

- Computer operations and software programs including Microsoft Word, Excel, and Outlook;
- Ability to operate a variety of standard office machines, including a computer, fax machine, copier, multi-line telephone, and tablet.
- Identifying the needs/desires of the CHA occupants determining methods of accomplishing those needs/desires, and to analyze, negotiate and comprise problems between occupants and the CHA, effective solutions to problems, that are reasonable and fair to all parties involved;
- Must be able to work productively with minimum supervision, must be able to work with a variety of people, must be able to work well under pressure, self-disciplined, works independently, and motivated to help tenants;
- Must be able to follow directions, must be able to understand and follow safety practices and procedures;
- Tribal, federal and applicable state laws or regulations governing CHA;
- Knowledge of basic office procedures, such as filing, documentation.
- Effectively communicates with tribal community and with a customer-service orientation.

Job Qualifications:

- Native American preference applies;
- High School Diploma or equivalent required. General office experience required;
- Valid Wisconsin Driver's License, vehicle liability insurance and a means of transportation. Need to provide proof of driver's license and insurance at time of interview;
- Successfully complete a background check;
- Mandatory pre-employment drug testing and random thereafter.

Supervisory Responsibilities: None

Education: High school diploma or its equivalent required, associate's degree preferred in either business administration, social work or human services type of program; A combination of education and experience that meets the knowledge and skills will be considered.

Working Environment: Work is performed primarily in an office setting with no exposure to environmental conditions. This work requires occasional exertion of up to 10 pounds of force; requires sitting for extended periods of time.

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Signatures:

Employee **Date**

Manager **Date**

Executive Director **Date**

Human Resources **Date**