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

~JOB ANNOUNCEMENT~

TITLE:	**2 Occupancy Specialist**
LOCATION:	Lac du Flambeau Chippewa Housing Authority
SALARY:	$19.00 - $23.50 per hour / 40 hours per week (Based on Experience and/or Qualifications)
FRINGE BENEFITS:	Paid time off, paid holidays, retirement, and other employer-provided benefits in accordance with current CHA Personnel Policy and applicable benefit plans.
REPORTS TO:	Executive Director
REQUIREMENT:	Mandatory Drug Test, random thereafter; WI Driver's License and proof of vehicle liability insurance required.
CLOSING DATE:	Open until Filled

Job Summary: The Occupancy Specialist administers rental property regulations, policies, procedures, and requirements for CHA. The position provides occupancy counseling and tenant education, handles eligibility and recertification, rent calculations, tenant records, and annual WHEDA Procorem reporting while maintaining confidentiality.

Job Qualifications: A minimum of two years' experience in counseling services in Native American community development; high school diploma or equivalent required. An associate's degree in business administration, social work, or human services is preferred. A combination of education and experience will be considered. Real estate or apartment management experience is highly desired.

SUBMIT RESUME AND JOB APPLICATION TO:

LDF Chippewa Housing Authority
Attn: CHA Human Resources
PO Box 187
Lac du Flambeau, WI 54538

Applications and a detailed job description are available through the Human Resources Department.

Native American preference will be applied to hiring of this position in accordance with applicable Tribal and federal law and CHA Personnel Policy. Employment decisions will be based on merit, qualifications, and abilities, with preference administered according to CHA policy.

"This Institution is an equal opportunity provider and employer"

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call 866-632-9992 to request the form.
You may also write a letter containing all information requested in the form. Send it to USDA, Office of Adjudication, 1440 Independence Avenue SW, Washington, DC 20250-9410; fax 202-690-7442; or email program.intake@usda.gov.

EQUAL HOUSING OPPORTUNITY