



Lac du Flambeau

Chippewa Housing Authority

554 Chicog Street • PO Box 187 • Lac du Flambeau, WI 54538

715-588-3348 • Fax: 715-5887935

Title:	Occupancy Programs Specialist
Location:	<u>Lac du Flambeau Chippewa Housing Authority</u>
Salary:	<u>\$14.00-\$16.00/hr., 40 hrs. per week</u> (based on Experience and/or Qualifications)
Fringe Benefits:	<u>Health, Dental, Optical & Matching Retirement benefits available upon completion of 90-day probationary period</u>
Supervisor:	<u>Tenant Services Manager</u>
Requirement:	<u>Mandatory Drug Test, random thereafter</u>

APPLICATION (WITH RESUME OPTIONAL) DEADLINE DATE:

No later than 4:00pm on Monday May 1, 2023

Applicants will be notified of interviews immediately after the application deadline.

Job Summary: The Occupancy Programs Specialist is responsible to manage and administer regulations, Policy and Procedures and requirements in the operations of the Chippewa Housing Authority program. The Occupancy Specialist is responsible to provide Occupancy Management Counseling and/or training sessions to tenants consisting of: annual lease agreement and requirements, annual re-evaluations, calculation of rent, preventative care and maintenance of rental units and family budgeting, etc. The Occupancy Specialist is responsible to provide information on the Chippewa Housing Authority Programs to the public.

Performance of Job Duties and Responsibilities:

- Responsible and required to compute accurate annual and/or interim income evaluation certifications for rent calculations and process other required verification documentation, complete annual and/or interim income certifications on time before the term of the lease agreement expires and explain these forms in detail with tenants;
- Required to maintain any and all future reports, documents, etc via electronic copy, as the position's duties and responsibilities require (scanning, renaming and saving properly)

- Responsible and required to understand and/or gain knowledge of the CHA program policies and procedures, Tribal ordinances and all regulations that impact the tenants and the CHA and required to inform tenant of these policies/procedures;
- Responsible and required to conduct home visits when necessary and/or emergencies to address tenants' issues, issues from tenants and to complete any required forms and/or documents in order to accommodate the tenant and CHA to operate effective programs;
- Responsible and required to record/notate all tenant interactions when dealing with tenant issues and/or matters should it be when tenants call, during office or home visits, this also includes utilizing these forms when dealing with perspective occupants on waiting lists, other community members, Tribal agencies and programs, such as Economic Support, Tribal Court, Family Resource Center, etc.;
- Responsible and required to closely work with the tenant regarding Tenant Account Receivables that include delinquent rental payments, damages and work orders;
- Responsible and mandated (per law) to report any form or type of child abuse and neglect to the Indian Child Welfare office which includes housekeeping neglect where as it is unsafe and unsanitary, etc.;
- Responsible and required to attend CHA Staff administrative meetings, tenant review and Inter-Tribal Agency meetings to provide information on the CHA programs operations that are essential to staff and other program agencies;
- Responsible and mandated (per law) to maintain confidentiality of all CHA occupants, CHA employees and matters at all times, only upon release of written consent from a tenant can information be discussed to an agency, court or any individual;
- Responsible and required to establish and maintain effective working relationships with Tribal programs and/or Tribal Human Resource agencies and gain necessary knowledge of these programs for a system of referral to tenants needing assistance other than housing;
- Responsible and required to hold a valid Wisconsin Driver's License and Vehicle Liability Insurance and must have own means of transportation for duties outlined;
- Responsible and required to have working knowledge and experience of cultural, social and community environment of the LDF Chippewa Tribe and organizations;
- Responsible and required to use counseling management practices, procedures and techniques that are ethical, professional, negotiated, comprisable, fair, respectful and considerate of the tenant and the issue at hand and counseling management practices that reflect the business operations of the CHA;

- Responsible and required to attend any training relevant to this position as directed or assigned by the Executive Director.

Essential Knowledge, Skills and Abilities:

Considerable knowledge of:

- NAHASDA regulations, CHA Policies and Procedures;
- Counseling skills, techniques and methods;
- Tribal, Federal and State laws/regulations, ordinances governing CHA.

Working knowledge and experience:

- Public speaking to various internal and external agencies and groups of individuals;
- Entry level or above on various computer programs;

Considerable skills in:

- Written and verbal communications;
- Perform mathematical computations;
- 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;
- Work effectively and well with people of varied socio-economic backgrounds.

Education Requirements:

- High school diploma or equivalent;
- Preferred Associate or Bachelor degree in Human Resources or equivalent work experience.