

~JOB ANNOUNCEMENT~

Title: **Occupancy Programs Specialist**

Location: Lac du Flambeau Chippewa Housing Authority

Pay Range: 40 hrs. per week (Based on Experience and/or Qualifications)

Fringe Benefits: Health, Dental, Optical, Life, AD&D, ST/LT Disability & 401K after 90-day probationary period.

Requirement: Mandatory Drug Test, random thereafter

APPLICATION (WITH RESUME OPTIONAL) DEADLINE DATE:

To CHA In-Person: 09/23/2024 - Post until filled

BY Mail/USPS: 09/23/2024 - Post until filled

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.

Essential knowledge, skills and abilities:

- Knowledge of NAHASDA regulations, CHA Policies and Procedures;
- Counseling skills, techniques and methods;
- Tribal, Federal and State laws/regulations, ordinances governing CHA.
- Public speaking to various internal and external agencies and groups of individuals;
- Must have a basic understanding of Microsoft Office, Word, Excel, and email management;
- Advanced level of proficiency with written and verbal communication;
- 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.

Qualifications and Educational requirements:

- Native American Preference.
- At least four (4) years of demonstrable successful work experience in a similar accounting environment or a tribal government or entity environment; or
- Follow all LDF personnel policies and procedures.
- High school diploma or equivalent;
- Preferred Associate or Bachelor degree in Human Services or equivalent work experience.

For a full job description, please contact LDF Chippewa Housing Authority's HR Department at (715) 588-3348 or email slerdal@ldfcha.org.