



Chippewa Housing Authority

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

715-588-3348 • Fax: 715-5887935

~JOB ANNOUNCEMENT~

TITLE: Tenant Services Manager

LOCATION: Lac du Flambeau Chippewa Housing Authority

SALARY: \$27 - \$32 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: Successful completion of job-related pre-employment screening, including background checks and a drug test. Employees are subject to random and for-cause testing in accordance with Personnel Policy. Valid Wisconsin Driver's License and proof of vehicle liability insurance required.

CLOSING DATE: Open until Filled

Job Summary: The Tenant Services Manager leads Admissions and Occupancy staff and ensures accurate, timely, compliant, and audit-ready tenant-service operations. The manager resolves escalated matters, coordinates with CHA departments and community partners, and reports to the Executive Director.

Job Qualifications: Three years of progressively responsible related experience is required, including one year of supervisory, lead-worker, staff-training, or comparable program oversight. An associate's degree in a related field is preferred; an equivalent combination of education, training, and experience will be considered. Housing-program experience and relevant certification are preferred.

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 provide 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 of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1440 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442 or email at program.intake@usda.gov

