

**SUSANVILLE INDIAN RANCHERIA HOUSING AUTHORITY**  
**870 Joaquin St, Ste G**  
**Susanville, CA 96130**

**POSITION ANNOUNCEMENT**

Position:	SIRHA Housing Specialist
Date of Announcement:	May 11, 2016
Closing Date:	May 23, 2016
Hours:	Full Time
Salary:	\$15.00 to \$17.00 per hour DOE

**GENERAL STATEMENT OF RESPONSIBILITY:**

The SIRHA Housing Specialist, under the direction supervision of the Program Manager, will provide professional housing assistance services and work as a positive team member to effectively serve applicants, community members and participants of SIRHA programs.

**SPECIFIC RESPONSIBILITIES**

1. Review housing assistance applications with team members to forward to Program Manager for approval of eligibility/ineligibility.
2. Follow-up on applications for completion and determination of eligibility and assist applicants with the application.
3. Keep the data in the Housing Data System with applications and tenants and homebuyers current and accurate.
4. Produce correct data on applications and on tenants/homebuyers in a timely manner.
5. Accept payments from tenants/homebuyers and post them accurately and timely in HDS and may deposit the payments.
6. Facilitates the communication of selection of applicants for housing units with applicants and the move in/move out of the applicants/participants.

7. Develop and do pre and post occupancy training for tenants/homebuyers.
8. Monitor and do inspections of units and the certifications/recertification of tenants/homebuyers.
9. Generate work orders, assign cost to them and complete the work orders per SIRHA policy.
10. Maintains and monitors processes with tenants/homebuyer on general notices, delinquent notice, termination, three day notice and unlawful detainer of a unit.
11. Create and maintain applicant and tenant/homebuyer files with all required documents.
12. Submit reports to the Program Manager.
13. Attend regular and special meetings of the SIRHA Board of Commissioners as requested and when necessary and take minutes of the meetings.
14. Configure income/resources of applicants and tenants/homebuyers to determine eligibility and rent/house payments.
15. Facilitate and provide counseling to homebuyers, tenants, and applicants.
16. Educate and apply established SIRHA policies consistently and fairly.
17. Ensures compliance with all funding sources.
18. Maintain and ensure confidentiality at all times.
19. Assist applicants and community members with other housing resources.
20. Do other duties as assigned.

## **QUALIFICATIONS AND REQUIREMENTS**

1. High School Diploma/GED and equivalent experience.
2. Some experience in working with low income housing assistance.
3. Experience and knowledge of HUD/NAHASDA/LIHTC preferred.
4. Must type 30 words per minute.
5. Must pass basic Excel, math, and Word skills testing with a score of 70% or more.
6. Demonstrated ability to follow directions and complete tasks with specified deadlines without constant supervision.
7. Experience and knowledge in composing correspondence and preparing reports and presentations.
8. Ability to understand and implement policies and regulations in the administration and management of Indian Housing Programs.
9. Shall possess a valid driver's license and be insurable as determined by the SIRHA insurance provider.
10. Experience in dealing effectively and positively with the general public, persons coming into the office and working with Native Americans.
11. Function appropriately in a positive, team oriented office environment and maintain good working relationships with co-workers, participants, other tribal departments and the SIRHA Board of Commissioners.

**Preference will be given to Native Americans (42 CFR 36.221)**