



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

POSITION DESCRIPTION – Housing Specialist

Reports To: Housing Director

Department: Housing

Status: Exempt

Salary Range: DOE

SUMMARY AND SCOPE:

The Housing Specialist has the primary responsibility for overseeing and managing housing related functions for The Picayune Rancheria of the Chukchansi Indians Housing Department (PRCI-HD).

The PRCI-HD Housing Specialist, under the direct supervision of the Housing Director, will provide professional housing assistance services and work as a positive team member to effectively serve applicants, community members and participants of PRCI-HD programs.

The Housing Specialist is responsible for maintaining compliance with funding agencies. Responsible for compliance with established Tribal, state, and federal laws, rules, regulations, and PRCI-HD policies and procedures.

PRIMARY RESPONSIBILITIES:

- Accept and process applications by verifying eligibility and suitability for housing.
- Accept and process applications by verifying eligibility all programs offered by the PRCI-HD.
- Maintain a high level of customer service by responding to resident inquires and concerns in a timely manner.
- Effectively communicate with residents, co-workers, vendors, and other clients.
- Adhere to all PRCI-HD policies and procedures.
- Assist in the development and implementation of community activities and events.
- Assist with monitoring office operations and resolve any problems that may arise.
- Handle all aspects of lease renewals and move-in and move-outs.
- Process rent payments and security deposits refunds.
- Process interim and annual certification for changes in the household composition and rent calculations.
- Maintains and monitors processes with tenants/homebuyer on general notices, delinquent notice, termination, three-day notice and unlawful detainer of units.
- Schedule the preparation of units for new residents, including cleaning and making necessary repairs.
- Coordinate with maintenance staff to ensure work orders are completed in a timely manner.
- Maintain the waiting list to achieve high accuracy.
- Develop and complete pre- and post occupancy training for tenants/homebuyers.
- Ensure resident files are adequately maintained for Audits and Management reviews.
- Ability to learn, interpret and apply rules, regulations, and requirements for grants.
- Able to plan, monitor departments budget and tenant accounts receivables.

- Attend community events to provide information regarding program requirements.
- Knowledge of Microsoft office and other department specific software.
- Must be willing to work and travel in inclement weather conditions.
- Function appropriately in a positive, team oriented office environment and maintain good working relationships with co-workers, participants, other tribal departments and Tribal members.
- Generate maintenance work orders per policy and tribal member requests.
- Demonstrate the ability to follow directions and complete tasks with specified deadlines without constant supervision.
- All other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School diploma required.
- Must have excellent verbal and written communication skills.
- Must have strong experience working on computers, office procedures and office equipment (i.e. WORD program, scanning, telephones, filing, preparing files, etc).
- Must adhere to confidentiality in all matters.
- Awareness and cultural sensitivity to the Native American culture.
- Must possess a valid Driver's license and a clean DMV printout.
- Must successfully complete a background investigation and pre-employment drug/alcohol screen.

PREFERRED QUALIFICATIONS:

- Prior experience in a similar capacity working with the Tribal Community or Housing is preferred.
- Experience working within low income Housing or a low income Non-profit entity is preferred.
- Experience in property management.
- Certified Property Manager designation.
- Experience working with or low income programs.

APPLICATION PROCESS:

If you are interested in this position, please submit the following:

- Completed Application
- Cover Letter and Resume
- If claiming Tribal Preference, please provide proof of Tribal Identification
- All requested information must be submitted to the Human Resources office by 4:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Employee Signature)

(Date)

(Human Resources Representative Signature)

(Date)