



SUSANVILLE INDIAN RANCHERIA HOUSING AUTHORITY

PO Box 970 ♦ 870 Joaquin Street Unit G ♦ Susanville, CA 96130
530-257-5033 Phone ♦ 530-250-5035 Fax ♦ sirha@citlink.net

POSITION DESCRIPTION

Position:	SIRHA Housing Specialist
Supervised:	SIRHA Program Manager/Housing Consultant
Supervises:	None
Pay Rate:	DOE

GENERAL STATEMENT OF RESPONSIBILITY:

The SIRHA Housing Specialist, under the direction supervision of the Program Manager/Housing Consultant, 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. Work with the electronic Housing Data System ("HDS") with applications and tenants and homebuyers current and accurate.
4. Produce correct data on applications and on tenants/homebuyers in a timely and professional manner.
5. Accept payments from tenants/homebuyers and post them accurately and timely in HDS and may deposit the payments.



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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 complete pre- and post-occupancy training for tenants/homebuyers.
8. Schedule and complete inspections of units and the certifications/recertification of tenants/homebuyers.
9. Generate work orders per SIRHA policy and tribal member requests.
10. Maintains and monitors processes with tenants/homebuyer on general notices, delinquent notice, termination, three-day notice and unlawful detainer of units.
11. Create and maintain applicant and tenant/homebuyer files with all required documents.
12. Submit reports to the Program Manager/Housing Consultant.
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. Complete other duties as assigned.



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QUALIFICATIONS AND REQUIREMENTS

1. High School Diploma/GED and equivalent experience.
2. Some experience in working with low-income housing assistance preferred, but not required.
3. Experience and knowledge of HUD/NAHASDA preferred, but not required.
4. Must type a minimum of 45 words per minute.
5. Demonstrated ability to follow directions and complete tasks with specified deadlines without constant supervision.
6. Experience and knowledge in composing correspondence and preparing reports and presentations.
7. Ability to understand and implement policies and regulations in the administration and management of Indian Housing Programs.
8. Shall possess a valid driver's license and be insurable as determined by the SIRHA insurance provider.
9. Experience in dealing effectively and positively with the general public, persons coming into the office and working with Native Americans.
10. 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.
11. Must pass background check and submit to a drug test.

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