

Housing Authority of the Cherokee Nation Human Resources Job Description



Job Title: Housing Specialist I

SUMMARY: Interviews and investigates prospective tenants to determine eligibility for housing assistance including, but not limited to, admissions, and continuation in the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned. Receives and processes initial or reactivated applications for housing.

Interviews applicant to obtain additional information such as family composition, health and social problems, veteran status, rent paying ability, net assets and need for housing assistance.

Advises applicant on eligibility requirements, methods of selecting tenants and housing opportunities.

Contacts employers, public and private health and welfare agencies to verify applicant information.

Provides information to tenant or applicant on availability of community resources for financial or social welfare assistance.

Determines applicant eligibility according to agency rules and policies.

Selects and refers eligible applicant to Housing Manager.

Notifies eligible applicant of vacancy and assignment procedures.

Computes rent in proportion to applicant's income.

Receives and records security deposits and advance rent from selected applicant.

Conducts annual, interim and special housing reviews with tenants.

Assists with resolving tenant complaints on maintenance

PREPARED BY: HUMAN
RESOURCES

DEPARTMENT: HOUSING MGMT

REPORTS TO: AS ASSIGNED

PREPARED DATE: 9/19/2013

Employees are held accountable
for all duties and responsibilities of
this job.

problems.

Visits home to determine housekeeping habits, verify housing condition and establish housing need.

Coordinates community activities and annual planning including technical assistance to resident organizations.

SUPERVISORY RESPONSIBILITIES: None

RESPONSIBILITIES/ACCOUNTABILITIES: The level of responsibility/accountability required to successfully accomplish the essential duties of this job is as follows.

Medium (Assignments received in broad terms with time lines and objectives set.)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education Requirements: High school diploma or general education degree (GED).

EXPERIENCE REQUIREMENT: An additional four (4) years' experience in a related field.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Word Processing software

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating.

OTHER SKILLS AND ABILITIES: Must be able to operate standard office equipment. Typing test may be required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move more than 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Housing Authority of the Cherokee Nation Human Resources Job Description

Job Title: Housing Specialist II

SUMMARY: Interviews and investigates prospective tenants to determine eligibility for housing assistance including, but not limited to, admissions, and continuation in the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

Receives and processes initial or reactivated applications for housing.

Interviews applicant to obtain additional information such as family composition, health and social problems, veteran status, rent paying ability, net assets and need for housing assistance.

Advises applicant on eligibility requirements, methods of selecting tenants and housing opportunities.

Contacts employers, public and private health and welfare agencies to verify applicant information.

Provides information to tenant or applicant on availability of community resources for financial or social welfare assistance.

Determines applicant eligibility according to agency rules and policies.

May select and refer eligible applicant to Housing Manager.

Notifies eligible applicant of vacancy and assignment procedures.

Computes rent in proportion to applicant's income.

Receives and records security deposits and advance rent from selected applicant.

Conducts annual, interim and special housing reviews with tenants.



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RESOURCES

DEPARTMENT: HOUSING MGMT

REPORTS TO: AS ASSIGNED

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this job.

Assists with resolving tenant complaints on maintenance problems.

Visits home to determine housekeeping habits, verify housing condition and establish housing need.

Coordinates community activities and annual planning including technical assistance to resident organizations.

Reviews client meeting loan documents.

Performs legal actions such as evictions and attends court.

Completes initial, annual and/or compliance inspection.

Assists with all maintenance problems and complaints that tenants have.

SUPERVISORY RESPONSIBILITIES: Minimal supervisory responsibility i.e. Lead Position

RESPONSIBILITIES/ACCOUNTABILITIES: The level of responsibility/accountability required to successfully accomplish the essential duties of this job is as follows.

Medium (Assignments received in broad terms with time lines and objectives set.)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education Requirements: Bachelor's degree from 4-year College or university; or six years related experience; or equivalent combination of education and experience.

EXPERIENCE REQUIREMENT: An additional six months experience in a related field.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical

situations.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Word Processing software

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating.

OTHER SKILLS AND ABILITIES: Must be able to operate standard office equipment. Typing test may be required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move more than 50 pounds.

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The noise level in the work environment is usually moderate.