Lac Courte Oreilles Housing Authority
13416 W Trepania Road
Hayward, WI 54843
Phone (715) 634-2147
Fax (715) 634-5692

JOB ANNOUNCEMENT

LOCATION: Lac Courte Oreilles Housing Authority
JOB TITLE: Housing Management Services Specialist
SALARY: $14.00/hr
POSTING DATE: June 16, 2021
CLOSING DATE: June 29, 2021
DEPARTMENT: Housing Management Services

REPORTS TO: Housing Management Services Supervisor

JOB SUMMARY:
Responsible for*;* (1) ensuring the Annual/Biennial recertification of all tenants; Low Rent, NAHASDA, Low Income Housing Tax Credit, and Homebuyers, ensuring compliance with policies, regulations and written agreements, (2) ensuring the proper maintenance of housing units, (3) management of the move-in/ move-out activity of the Housing Authority, and (4) ensure that all requirements and guidelines are satisfied within low income housing tax credit units (IRS, WHEDA, Investors, etc.).

DUTIES AND RESPONSIBILITIES include but not limited to the following:

1. Review tenant applications to ensure eligibility in accordance with Federal guidelines.
2. Contact applicants informing them of their selection for a unit according to policy.
3. Recertify all tenants on an Annual/Bi-annual basis; coordinate recertifications and inspection dates on a yearly basis and notify tenants.
4. Obtain income and other verification required to complete calculations of monthly payments & rents. Explain calculations and advise tenants of changes.
5. Report determinations of whether or not the unit is inadequate for the family needs; whether or not lease modifications need to be made, and any other occupancy matters that must be addressed according to policy.
6. Perform unit inspections as specified in the policy; perform move in and move out inspections, and compliance inspections and checks as necessary.
7. Report all emergency situations to the Maintenance supervisor, or any other maintenance of an urgent nature.
8. Verify the information provided on a new housing application.
9. Provide training and counseling referrals to families in the pre- and post-occupancy period regarding their rights and responsibilities as renters and homebuyers, budgets, care and maintenance of units, and the availability of community service agencies.
10. Assist with the annual safety training for all tenants, stressing fire safety.
11. Interpret Housing Authority Policies to residents in an easily understood manner.
12. Deliver letters, notices and lease violations.

13. Accept complaints from residents and respond accordingly to resolve the situation, which may include initiation of an action for eviction; perform follow-up duties as necessary.
14. Maintain tenant files and records; type correspondence, computerize records and maintain strict confidentiality with regards to tenant files and information.
15. Other duties as may be assigned by the Supervisor or Executive Director.

KNOWLEDGE, SKILLS, ABILITIES:

1. Familiarity with the Housing communities of the LCO Reservation.
2. Ability to communicate effectively both orally and in writing.
3. Ability to problem solve in a respectful manner.
4. Ability to speak before groups in a public forum, including the coordination of presentations to small groups.
5. Willingness to travel to participate in employment-related training as determined by the Executive Director.
6. Ability to establish and maintain professional relationships with residents, staff and other agencies.
7. Ability to understand the importance of adhering to Housing Authority Policies and Procedures.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Must possess a valid Wisconsin driver's license and be insurable through the Housing Authority's insurance carrier.
3. Prior computer experience.

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All applications will be examined for eligibility in accordance with this posting and only those possessing the stated qualifications or better will be interviewed. Application forms are available at the LCO Housing Authority.

The LCOHA will utilize preference points when considering an applicant for employment. ***It is the responsibility of the applicant to provide the necessary documents for the purpose of obtaining preferences. (Please see employment application.)***

Preference in hiring will first be given to qualified enrolled members of the Lac Courte Oreilles Tribe in accordance with the Personnel Policies and Procedures of the Lac Courte Oreilles Housing Authority.