

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

Title: Tenant Relations Officer

Reports To: Assistant Director/Operations Manager

Location: Happy Camp Housing Office

Salary: \$12.00 to \$16.00 per hour, depending on experience

Summary: The Tenant Relations Officer will work directly under the Assistant Director/Operations Manager performing job duties as listed and not limited to other job related duties as assigned by the Executive Director. This position is based in Happy Camp, with required travel to Orleans two days per week.

Classification: Full Time, Non Exempt, Non Entry Level

Application Deadline: 5pm Friday September 09, 2013

Job descriptions and applications are available online at: www.karuk.us/jobs, or Human Resources Manager, Karuk Tribe, PO Box 1016, Happy Camp, California 96039.

- Telephone (530) 439-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: icolegrove@karuk.us

The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

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POSITION DESCRIPTION

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Responsibilities:

1. Shall process new tenants by verifying application data is correct, and explaining tenant lease and rules and regulations.
2. Shall perform annual, move-in, and move-out inspections.
3. Shall calculate annual and interim rents according to policy.
4. Shall review lease, sign contract, and ensure that applicant is aware of tenant's responsibilities.
5. Shall work with maintenance to complete inspections and safety items as needed.
6. Shall maintain tenant files, documenting all activities.
7. Shall monitor resident compliance of lease, policies, and rules and regulations.
8. Shall respond to tenant complaints and concerns, follow-up and research possible criminal activities.

9. Shall utilize collection, delinquency, and grievance procedures.
10. Shall travel to Orleans two days per week.
11. Shall submit written reports to the Board of Commissioners on a monthly basis.
12. Shall attend Housing Committee meetings as necessary.
13. Shall refer tenant to services as required.
14. Shall provide billing data to the Finance Office on a monthly basis.
15. Shall enter data into the HDS system in a timely fashion.
16. Shall strictly adhere to confidentiality requirements.
17. Shall be available for local and out of the area travel as required for job related training.
18. Shall attend all required meetings and functions as requested.
19. Shall be polite and maintain a priority system in accepting other position related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public. Excellent customer service skills highly desirable.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess high school diploma or equivalent. Two years higher education is preferred with experience in HUD housing also preferred.
2. Must have good verbal and written skills.
3. Must be able to type 50-55 wpm.

4. Must be familiar with Microsoft Office.
5. Must have excellent math skills in order to calculate rent amounts and reconcile accounts.
6. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
7. Must adhere to confidentiality policy.
8. Must successfully pass a pre-employment drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

Resident Preference: The Karuk Tribe Housing Authority shall give preference to qualified individuals residing within the KTHA housing communities. This preference shall not supersede tribal preference.

Board Approved: September 12, 2011, Revised August 19, 2013

Council Approved: August 22, 2013

Chairman's Signature: _____

Employee's Signature: _____