

## JOB OPENING ANNOUNCEMENT

**Job Title:** Housing Service Manager

**Report To:** Executive Director-Housing

**Department:** Tribal Housing

**Job Vacancy:** YAN-22-030

**Status:** Full-Time; Exempt

**Starting Wage:** DOE

**Opening Date:** 6/6/2022

**Closing Date:** 6/17/2022

### **POSITION DESCRIPTION:**

This position is directly responsible for the Occupancy and Counseling Department of the Yavapai-Apache Nation Housing Department.

### **QUALIFICATIONS:**

- High School Diploma or GED plus Associates Degree in Business or Finance from an accredited university preferred.
- Minimum five (5) years home ownership and counseling experience prefer at least one (1) year experience with tribal housing issues.
- Ability to read, analyzes, and interprets moderately complex data.
- Prior supervisory experience preferred.
- Ability to make effective presentations on controversial or complex topics.
- Ability to apply principals of logical or scientific thinking to a wide variety of intellectual and knowledge and skills.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Manages assigned staff and programs in the best interest of the Nation, assuring all assignments are completed in an accurate and timely manner.
- Ensure that housing waiting lists are updated and kept current according to the Selection Policy.
- Ensure all housing counseling activities and procedures are conduction in a friendly, understanding and professional manner.
- Endure compliance to all Housing and Tribal Policies, 24 CFR 1000, NAHASDA Act of 1996 and the Low Income Housing Tax Credit program regulations.
- Complete an annual housing inventory to ensure accuracy.
- Establish programs and processes to facilitate eligible renters into the Mutual Help Program.
- Establish programs to access private funding, 184 Loan Guarantee Program and other private mortgage funding sources are fully utilized for homeownership.
- Establish and meet goals for all rental programs.
- Establish and conduct periodic housing training for community members participating in the various housing programs.

- Makes periodic reports, both oral and written, to Tribal management, Tribal Council, state and federal agencies, boards, commissions, on the status of housing issues, grants, budgets, etc.
- Represent the Nation on housing issues in meetings with local, state and federal government officials as necessary.
- Develops, administers and effectively manages the counseling budget.
- Monitors expenditures and revenues to ensure that budget forecasts are met.
- Evaluates and reviews the performance of assigned personnel.
- Ensures that training and development opportunities are maximized for assigned staff and Tribal members.
- Supports and interfaces with other employees and Tribal members.
- Conducts, attends, and interacts in meetings with Yavapai-Apache Nation personnel, other public agencies and the public.
- Maintains professional education and interaction at meetings/conferences to keep abreast of changes in requirements which affect the Nation and current trends in the field.
- Maintains a positive working relationship with other Tribal employees.
- Participates on various Nation's work groups.
- Other duties or tasks as assigned.

### **Physical Requirements**

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**