

JOB OPENING ANNOUNCEMENT

Job Title: Housing Services Manager

Report To: Executive Director-Housing

Department: Tribal Housing

Job Vacancy: YAN-24-025

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: 2/19/2024

Closing Date: 3/1/2024

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 another relevant field of study from an accredited university preferred.
- Minimum two (2) years homeownership and housing counseling experience.
- Prefer at least one (1) year experience with tribal housing issues.
- Extensive knowledge related to the Low Income Housing Tax Credit program
- Ability to read, analyze, and interpret moderately complex data.
- Prior supervisory experience preferred.
- Ability to work with community members who are facing difficult or adverse situations and remain positive throughout the process.
- Ability to make effective presentations on difficult or complex topics.
- Ability to apply principals of logical or scientific thinking to a wide variety of issues.
- 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:

- Manage assigned staff and programs in the best interest of the Nation, assuring all assignments are completed in an accurate and timely manner.
- Ensures all housing counseling activities and procedures are conducted in a friendly, understanding and professional manner.
- Ensure compliance with all Housing and Tribal Policies, 24 CFR 1000, NAHASDA Act of 1996 and the Low Income Housing Tax Credit program regulations.
- Establish and meet goals for all rental programs.
- Maintain transfer request list and file.
- Ensure that the Tenant based software is up to date and functioning at a level acceptable to all staff members.
- Encourage staff to be self-sufficient and confident in handling new and sometimes difficult situations

- Establish and conduct periodic housing training for community members participating in the various housing programs.
- Make periodic reports, both oral and written, to Tribal management, Tribal Council, and State and Federal agencies when applicable.
- Represent the Nation on housing issues in meetings with local, state and federal government officials as necessary.
- Evaluate and review the performance of assigned personnel.
- Ensure that training and development opportunities are maximized for assigned staff and Tribal members.
- Support and interface with other employees and Tribal members.
- Conduct, attend, and interact in meetings with Yavapai-Apache Nation personnel, other public agencies and the public.
- Maintain 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

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**