

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Housing Counselor Administrative Assistant

**Report To:** Service Manager

**Department:** Tribal Housing

**Job Vacancy:** YAN-24-071

**Status:** Full-Time; Non-Exempt

**Starting Wage:** \$16.00 per hour

**Opening Date:** 8/19/2024

**Closing Date:** 8/30/2024

### **POSITION DESCRIPTION:**

Provides administrative support to ensure efficient operation of the Counseling office

### **QUALIFICATIONS:**

- High School Diploma or GED.
- Working knowledge of basic office procedures.
- Able to operate various office equipment such as fax, copier, etc.
- Personal computer skills required.
- Must possess the ability to effectively communicate in writing and verbally.
- Must be able to collect information, establish facts and draw valid conclusions.
- Must be able to maintain a professional manner in stressful situations.
- Must be able to efficiently multi-task.
- Knowledge of community housing resources preferred.
- Must have a valid Arizona Driver License and be insurable with the Yavapai-Apache Nation's insurance policy and maintain insurability throughout duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Answers phones and sends correspondences on behalf of the department.
- Assists in maintaining homebuyer/tenant files as assigned.
- Will maintain courteous, respectful, and professional demeanor when working with tenants, co-workers, and the general public.
- Issues monthly billing statements, delinquent, termination and eviction notices in a timely manner.
- Coordinates background checks on perspective homebuyer/tenants for admission in programs overseen by Yavapai-Apache Tribal Housing.
- Researches, advises and refers homebuyer/tenants to other agencies for assistance as needed.
- Attends meetings/training as assigned to remain current on tribal housing issues.
- Assist front desk as needed.
- Assist with coordination of tenant events and staff activities.
- Other duties 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**

