JOB OPENING ANNOUNCEMENT

Job Title: Housing Counselor
Reports To: Housing Services Manager
Department: Tribal Housing
Job Vacancy: YAN-26-116
Status: Full-Time**;** Non-Exempt
Starting Wage: $18.00 Per Hour
Opening Date: November 9, 2026
C**losing Dat**e: Until Filled

POSITION DESCRIPTION:

This position is responsible for developing and maintaining a relationship with homebuyer/tenants as assigned, and will maintain accurate client files that comply with all Indian Housing Policies and Regulations.

QUALIFICATIONS:

- High School Diploma or GED; plus, Associates Degree in Business from an accredited university preferred.
- Three (3) years' experiences in governmental housing regulations preferred, or experience in a related field.
- Working knowledge of basic office procedures.
- Able to operate various office equipment such as fax, copier, etc.
- Personal computer skills required.
- Able to communicate both orally and in writing.
- Must be able to collect information, establish facts and draw valid conclusions.
- Must be able to maintain a professional manner in stressful situations.
- Knowledge of community housing resources preferred.
- **Must have a valid Arizona Driver License and insurable with the Yavapai-Apache Nation's insurance policy and maintain insurable throughout duration of employment.**

DUTIES AND RESPONSIBILITIES:

- Maintain homebuyer/tenant files as assigned.
- Conducts annual/interim re-certifications of family composition and income to determine monthly house/rent payments.
- Will maintain courteous, respectful, and professional demeanor when working with clients, co-workers, and the general public.
- Conducts annual/interim, move-in, and move-out inspections of assigned units.
- Conducts orientation on leases, policies, etc.
- Conducts training for homebuyers/tenants on budgeting, housekeeping, fire prevention, preventative maintenance and other topics as assigned.
- Enforces program regulations, homebuyer/tenant contracts and agreements.
- Issues monthly billing statements, delinquent, termination and eviction notices in a timely manner.

- Arranges payback agreements and payroll deductions to prevent termination and eviction procedures.
- Counsels and makes recommendations to homebuyers/tenants on the correction of program violations.
- Makes recommendations for conversion to the Housing Services Manager and Executive Director.
- Ensures waiting lists are properly maintained and updated in a timely manner.
- Conducts background checks on perspective homebuyer/tenants for admission in programs overseen by Yavapai-Apache Tribal Housing.
- Advises and refers homebuyer/tenants to other agencies for assistance as needed.
- Submits monthly reports to the Housing Services Manager and Executive Director.
- Attends meetings/training as assigned to remain current on tribal housing issues.
- 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

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