



VACANCY ANNOUNCEMENT

Position: Housing Services Manager
Open Date: February 4, 2020
Closing Date: February 21, 2020
Location: Pueblo of Acoma Housing Authority/Housing Services Department
Rate of Pay: \$DOE

SUMMARY

Under the supervision of the Executive Director, the Housing Services Manager is responsible for management of the housing programs and supervision of staff. Responsible for property management services to assure protection and maintenance. Supervise tasks including public awareness, application intake, eligibility determination, facilitate training homeownership counseling, and case management for Homebuyers and Tenants. Supervision of other tasks include develop and evaluate program forms and policies, manage waiting lists, conduct annual re-certification of income and family composition, make annual home inspections to monitor maintenance, and other to assist Homebuyers to meet their obligations under housing program agreements.

DUTIES AND RESPONSIBILITIES

1. With management, evaluate homeownership staff work performance according to job description and policies.
2. Explain housing service policies and regulations to public, Homebuyers and Tenants.
3. Counsel all active Homebuyers and Tenants of their rights and responsibilities.
4. Assist and refer tribal members of other housing services including mortgage opportunities.
5. Conduct regularly scheduled home inspections; annual inspection to determine condition for compliance with maintenance requirements; and periodic inspections to monitor approved home repairs and minor renovations.
6. Plan and facilitate training sessions for Homebuyers in various basic home maintenance activities in heating, plumbing, electrical, painting, family budget and other related areas.
7. Initiate, review, and finalize reports for home emergency repairs and for coverage claims.
8. Review and interpret financial and program reports on Homebuyers and Tenant accounts to determine accuracy and needed action.
9. Negotiate and secure payback agreements from delinquent Homebuyers or Tenants and follow-up.
10. Process Notice of Delinquency, Notice of Termination, Administrative Hearing, and Intent to Sue, and other legal documents.

11. Represents PAHA in tribal courts, with or without PAHA Attorney, in accordance to program collection and eviction policies, Mutual Help Occupancy Agreements (MHOA), Lease Purchase Agreements and Rental Agreements.
12. Attend meetings as necessary, including traditional family meeting if requested.
13. Assist with investigation and computation of utility allowances, when applicable.
14. Mediate meetings with PAHA cliental, tribal programs, government agencies and others to enforce program policies, assure communication, and receive concerns.
15. Attend housing trainings and obtain required certification as necessary.
16. Coordinate other affordable housing activities (i.e. BIA HIP, USDA, Rural Housing Assistance, mortgaging assistance, etc.) in accordance to PAHA's annual Indian Housing Plan.
17. Perform other tasks as assigned by the Executive Director.

QUALIFICATIONS

Bachelor's degree preferred in counseling, sociology, social work, or public administration, or equivalent of four (4) years of related work experience. Four (4) years' experience in Indian or public housing assistance, case management, or other public subsidized service work. An equivalent combination of education and experience, totaling four (4) years that provide the capabilities to perform the described duties will be accepted.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of HUD rules and regulations and familiarity with Low Income Housing Tax Credits and both public and private housing. Ability to develop, interpret and enforce policies and agreements. Work with staff to receive complaints and mediate resolution. Good oral and writing skills, typing and computer skills, and undertake independent action without close supervision.

LICENSE/CERTIFICATION REQUIREMENTS

Must have a valid state driver's license and be insurable. Must be able to obtain Indian Housing certification from the National American Indian Housing Council.

Applications may be picked up at the Pueblo of Acoma Housing Authority office located at 6A Sunrise Road. Application can be hand delivered to the main office; mailed to Attn: Executive Director, PO Box 620, Acoma, New Mexico 87034; fax to (505) 552-9093 or email to paha@acomahousing.org Applications must be received by 4:30pm, Friday, February 21, 2020. The Pueblo of Acoma is located approximately 70 miles west of Albuquerque.

** Resumes are encouraged but not in lieu of a completed application form.*

** The Pueblo of Acoma Housing Authority is an equal opportunity employer; all applications will be considered; Acoma Tribal Member and/or Native American Preference Applies.*

** Pre-Employment drug screening will be required.*