

JOB DESCRIPTION

POSITION TITLE: Housing Specialist

DEPARTMENT: Department of Housing

POSITION TYPE: Non-Exempt / Full-Time

SALARY: Tier 10

SUPERVISES: N/A

REPORTS TO: Director of Housing

POSITION SUMMARY:

Provides various services to occupants of YDSP Housing units such as contacting local agencies and organizations, making referrals to social services programs, and counseling residents on a one-to-one/family basis.

ESSENTIAL FUNCTIONS:

1. Assists with administration of housing programs with special emphasis on the NAHASDA program compliance for NAHASDA units, and Tribal Council units;
2. Conducts various home inspections to document residents' compliance;
3. Processes and files inspection results submitted by contracted inspection service as required for home improvements;
4. Manages the Home Insurance program units;
5. Monitors residents for compliance with housing policies, regulations, tribal codes, and addresses violations accordingly;
6. Addresses complaints and concerns from tenants;
7. Delivers notices and other information for the tribal community;
8. Assists in compiling and maintaining community statistics;
9. Provides counseling to tenants on home budgeting, fire safety and maintenance topics;
10. Develops and conducts new resident (pre occupancy) training program;
11. Refers tenants to tribal programs and local agencies;
12. Conducts annual and interim recertifications;
13. Participates when requested by Housing Compliance Officer in tribal court hearings for non-compliance issues;
14. Utilizes Doorways software and performs basic accounting functions necessary to ensure correct balances in all housing accounts;
15. Accepts housing payments and issues receipts;
16. Audits delinquent accounts and refers them to the Housing Director and Housing Compliance Officer;
17. Other position related duties as assigned or required.

MINIMUM REQUIREMENTS:

B.A. in Social Work, Psychology, Public Administration or related field; Experience working with Housing Authorities, Public Housing or in related fields may be substituted for a degree; Must possess a valid Texas Driver's license and be insurable; Bilingual – English/Spanish; Must be able to successfully pass a post-offer drug screen and criminal history background investigation.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of Housing Division policies, procedures and practices; Extensive knowledge of Low Income Housing Tax Credit program compliance on tribal lands; Must possess knowledge of and ability to operate office equipment including a computer, office phone system and copy machines; Ability to operate Microsoft Office applications using Word, Excel, PowerPoint, and Outlook; Ability to utilize the Housing Data Systems Doorways software; Ability to understand; follow oral and written instructions. Works with the public and must maintain confidentiality. Ability to work independently and creatively.

PHYSICAL REQUIREMENTS:

While performing the duties of this job the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands and fingers, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl and taste or smell. The employee is occasionally required to lift up to 25 pounds. The vision requirements include: close vision, distance vision, peripheral vision and ability to adjust focus.

This description is a summary of principle responsibilities and is not intended to include all duties which may be assigned.

My signature below indicates receipt of a copy of this position description. This does not in any way construe a contract for employment with Ysleta Del Sur Pueblo.

Signature

Date