



SAN CARLOS HOUSING AUTHORITY

P.O. Box 740
Peridot, Arizona 85542
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www.sancarloshousingauthority.org

ADVERTISEMENT JOB ANNOUNCEMENT

POSITION TITLE: Counselor

JOB ANNOUNCEMENT: #350

OPENING DATE: August 26, 2024

SALARY: DOE

CLOSING DATE: Open Until Filled

LOCATION: Peridot Office

Job applications are available at Tufastone, Bylas Sub-offices or
can be mailed or emailed upon request.

Applications are due at the Peridot Office by 4:30 p.m. on the closing date.

ESSENTIAL FUNCTIONS:

Works under the direct supervision of the Office Manager, performing all phases of a housing management program to enable the families to enjoy better living conditions by increasing their understanding of benefits, advantages, requirements, responsibilities, and consequences of owning or living in a HUD sponsored home.

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

The San Carlos Housing Authority is an equal opportunity employer who provides preference in employment to eligible and qualified veterans and Native Americans in compliance with its human resource policy and procedures. The San Carlos Housing Authority will grant preference for employment to qualified individuals in the following order:

1. Enrolled members of the San Carlos Apache Tribe with Veterans' Preference. Enrolled members must show proof of honorable discharge by submitting a DD-214.
2. Enrolled members of the San Carlos Apache Tribe.
3. Indian spouse or Indian parent of an enrolled member of a federally recognized Tribe or a parent of an enrolled member of a federally-recognized Indian tribe.
4. Enrolled members of a federally recognized Indian Tribe.
5. Non-Indian spouse or Non-Indian parent of an enrolled member of a federally recognized Tribe.
6. Non-Indian.

The Tribal Preference policy applies to hiring, placement, selection for training, treatment during employment, promotion, transfer, reduction-in-force and lay off.

DUTIES AND RESPONSIBILITIES:

- Will commute between Peridot, Bylas and Tufastone offices.
- Maintains working relationship with tenants.

- Processes required correspondence to inform potential tenants/homebuyers of status/potential assignment of unit.
- Submits tenant documentation to manager for potential termination cases.
- Prepares written report of work performed.
- Ability to interact and work positively and effectively with Residents and staff at all levels.
- Counselor is responsible for facilitating group counseling, conducts Pre and Post Occupancy training to explain lease obligations and responsibilities per agreement.
- Resident Counselor will facilitate individual sessions with each tenant/homebuyer on a regular basis and follow up with Incident report from Individuals and Security.
- Work with tenants/homebuyers with other professionals within and outside of the facility, in order to best support the needs of the tenants/homebuyers.
- Make referrals for other services or to other agencies as required.
- Performs other duties assigned.

MINIMUM QUALIFICATIONS:

1. High School Graduate.
2. Relevant counseling experience, including individual and group programming with in-depth knowledge of various counseling approaches.
3. Experience in case management/outreach including skills in crisis management and intervention.
4. or closely related field of work.
5. Excellent written, oral communications and listening skills.
6. Must be computer literate/proficient.

ADDITIONAL REQUIREMENTS:

1. Must have a valid AZ Driver's License.
2. Must pass a pre-employment drug test.
3. Must submit certified 5-year MVR and be insurable under SCHA vehicle insurance.
4. Applicant will be subject to a Federal, State, County, Local and Tribal background check.

