



SAN CARLOS HOUSING AUTHORITY

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

JOB ANNOUNCEMENT

POSITION TITLE: Occupancy Specialist I

JOB ANNOUNCEMENT: #2024-053

OPENING DATE: November 19, 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 4:30 p.m. at the Peridot Housing Office on the closing date.

ESSENTIAL FUNCTIONS:

Works under the direct supervision of the Tufa Stone Manager, Bylas Manager or Senior Housing 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 HUD sponsored homes.

(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:

1. Maintains working relationship with tenants.

2. Processes required correspondence to inform potential tenants/homebuyers of status/potential assignment of unit.
3. Processes and conducts household recertification and interims for calculation of rents in accordance with policies and regulatory guidelines.
4. Maintains files and updates tenant/homebuyer files.
5. Prepares written report of work performed.
6. Conducts annual, quarterly, warranty, move in/move out inspections and other inspections as they occur.
7. Reports vacancies to managers as they occur.
8. Process tenant transfer request
9. Submits tenant documentation to the manager for potential termination cases.
10. Performs other duties assigned.

MINIMUM QUALIFICATIONS:

Education/Experience:

1. High School Graduate with course of study from an accredited two-year college.
2. Experience in case management/outreach or closely related field of work.
3. Excellent written and oral communication skills.
4. Detail oriented with strong organizational and time management skills.
5. Must be computer literate/proficient.
6. Work in the field 80% of the time.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

1. Work is generally performed in an office environment.
2. Work may require frequent standing, walking and bending.
3. Incumbents may be exposed to repetitive motion and vision to monitor.
4. Incumbents may be required to operate a SCHA – vehicle.
5. Incumbents may be required to travel to various SCHA Project Sites.

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. Must submit college transcripts.
5. Must submit evidence of professional licensure, if applicable.
6. Applicants will be subject to a Federal, State, County, Local and Tribal background check.