



# SAN CARLOS HOUSING AUTHORITY

P.O. Box 740

Peridot, Arizona 85542

Telephone: (928) 475-2346 Fax: (928) 475-2349

[www.sancarloshousingauthority.org](http://www.sancarloshousingauthority.org)

## JOB ANNOUNCEMENT

POSITION TITLE: Occupancy Specialist I

JOB ANNOUNCEMENT: #348-25

OPENING DATE: August 7, 2025

SALARY: DOE

CLOSING DATE: August 29, 2025

LOCATION: Bylas 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.**

### **Nature of Position:**

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 HUD/NAHASDA sponsored homes.

### **DUTIES AND RESPONSIBILITIES:**

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

### **MINIMUM QUALIFICATIONS:**

#### **Education/Experience:**

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

### **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 SCHHA vehicle insurance
4. Applicant will be subject to a Tribal background check.

### **INDIAN PREFERENCE:**

Preference in filling vacancies may be given in accordance with the Indian Preference Act and SCHHA Personnel Manual relating to Tribal and Veterans Preference. On other than the above San Carlos Housing Authority is an Equal Opportunity Employer.