**RECRUITMENT BULLETIN**

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| **JOB TITLE:** | Housing Occupancy Specialist | **SALARY:** | $18.25 + DOE |
| **JOB STATUS:** | Full Time, Non-Exempt | **REPORTS TO:** | Housing Manager |
| **POSTING DATE:** | July 1, 2020 | **CLOSING DATE:** | Open Until Filled |

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| **POSITION SUMMARY:** |
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| Under general supervision of the Housing Manager the Housing Occupancy Specialist is a representative of the agency and the properties/programs to internal and external customers. Establishes and maintains appropriate relationships with residents, communities, and associated agencies, providing high quality customer service. Markets and promotes the program(s) to ensure occupancy rates that meet or exceed budget. |
| **RESPOSIBILITIES/ESSENTIAL FUNCTIONS:** |
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| * Prepare, process, and distribute notifications, addenda, memorandums, complex reports and presents information to tenants, homebuyers and the public. * Responsible for the rental, homebuyer and other BSRHA program processes from introduction to the actual occupancy of the resident. Interact directly with prospective and current residents to achieve maximum occupancy and provide instruction and guidance to prospective residents during application process. Coordinate intakes, interviews, new resident orientation, processing and preparation of applications, and their distribution. Completes background and credit checks as assigned. Ensures compliance with administrative rules for occupancy of the programs, i.e. income limits, screening checks, and income targeting requirements. * Ensure the confidentiality of homebuyers and tenants’ information. * Screen and recommend applicants for housing or program assistance, based on all relevant criteria as defined by BSRHA policies and procedures, subject to the final approval of the BSRHA defined Selection Committee. * Prepare and process tenant and homebuyer move in, move out, transfer and inspections. Maintains a complete and accurate waiting list that is compliant with BSRHA and HUD regulations, as assigned. * Collect annual income verification and calculate rental and homebuyer payment adjustments according to BSRHA guidelines. * Assume direct responsibility for managing tenant and homebuyer issues and concerns related to the property, tenant relations, etc. Work independently and with supervisory staff to address concerns in a consistent and timely manner. With supervisory assistance provides enforcement of rental/homebuyer requirements and program rules.   **ReRequired Qualifications**   * High school diploma or GED. * Two (2) years’ experience in property management or similar setting or work requiring investigation, interviewing and/or needs assessment, utilizing current computer-based systems and software. * Two (2) years’ experience serving the people of the Bering Straits region. * Valid Alaska Driver’s License that meets BSRHA insurability criteria. * Must be willing and able to pass a background check and drug test.     **Preferred Qualifications**   * Knowledge of state and federal regulatory and funding requirements. * Knowledge of accounting and budgeting principles. * Eager and able to work effectively under pressure with short time constraints and in relatively   ambiguous and complex situations, as well as the ability to adjust direction in response to changing  work situations.   * Ability to navigate corporate business practices and internal tools, such as: MS Expense, HDS, and MIP.   **FOR MORE INFORMATION OR TO APPLY:**  Application and full job description can be downloaded from the website [www.bsrha.org](http://www.bsrha.org), picked up the BSRHA Office: 1008 East Front Street, Nome, Alaska, or by emailing [HR@bsrha.org](mailto:HR@bsrha.org). Applications may be turned in, mailed, faxed, or e-mailed to BSRHA. |