



BAD RIVER HOUSING AUTHORITY

P.O. BOX 57 • Odanah, Wisconsin 54861 • (715) 682-2271 • FAX (715) 682-6818

Job Title: LTE Housing Manager/Counselor
Department: Bad River Housing Authority
Hourly Rate: \$15.00
Full Time: 40 Hrs/Week (*Limited Term Employment*)
Exempt: No/Hourly
Supervisor: Assistant Housing Director
Posting Date: Public
Opens: May 18, 2022
Closes: June 1, 2022, at 4:30 pm

Application Requirements:

- Completed Bad River Housing Authority job application.
- Copy of Driver's License
- Resume with three (3) references and their contact information
- Copy of transcripts, degree and/or certificates, licenses substantiating educational background, professional training, and endorsements.
- Tribal I.D. Card - Copy of applicant's tribal identification card; or if your spouse is a tribal member, a copy of his/her tribal i.d. card.

Summary: Bad River Housing Authority (BRHA) Administration Departments to assist with administering and monitoring all aspects of housing management including property and unit management; planning and development of housing assistance programs; lease/unit education, maintenance, and compliance; resident relations including a broad range of housing-related services; crime prevention and safety. The incumbent will assist with various accounting functions and administrative support necessary for those departments to operate efficiently, effectively, and in accordance with established law, policy, and procedure. This is a customer-friendly, front-line position that requires an outgoing positive attitude.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Answer telephones, direct calls, and take messages. Deliver messages and run errands.
- Communicate with housing applicants, tenants, employees, and other individuals to answer questions, disseminate, or explain information.
- Reviews and assures completeness of application and processes to the appropriate staff member. Tracks and monitors internal processing timelines and recertifications.
- Performs application intake, processing, and follow-up with applicants/recipients. Processes completed applications; determines eligibility for program services.
- Maintain data and records of activities. Tabulate monthly summaries of activities. Prepares monthly and annual reporting (and other reports as necessary and needed) for submission to the Assistant Director.
- Establishes a good working relationship with all other agencies and departments. Coordinates with all to ensure the success of BRHA operations.
- Must be able to carry out administrative functions independently.
- Must be able to work with people in a manner that is pleasant and responsive to unique needs. Must be customer service-oriented.



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- Develop, organize, and maintain documents, and other data as assigned. Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Open, sort, and route incoming mail and prepare outgoing mail.
- Assist in completing, forwarding, and mailing contract documents, invoices, purchase orders, and other office correspondence as assigned.
- Type, format, proofread and edit written correspondence and other written documents using a computer. Generate and print reports as directed.
- Assist in counting, ordering, and stocking office supplies.
- Utilization of HDS and database maintenance of accounts.
- Assists in Accounts payable preparation and disbursement as necessary and directed.
- Follow acceptable accounting practices and established an internal control system and established departmental Accounting Manual, policies, and procedures.
- Data entry and filing in support of the position.

Qualification Requirements: To be successful, an individual must be able to perform each essential duty satisfactorily and the organization must realize tangible results in the form of grants received and projects satisfactorily progressing in a timely fashion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- High school diploma with a minimum of 2 years experience in office management and with accounting-related functions.
- Working knowledge of or ability to learn HDS (Housing Data System) computerized tenant accounting system, within 30 days.
- Knowledge of basic accounting principles, methods, and techniques as evidenced by previous work experience/education.

Other Skills and Abilities:

Required:

- Ability to work with a high degree of accuracy and attention to detail, with frequent interruptions and constantly changing deadlines/priorities.
- Skill in office management, organizational tasks, and knowledge of office systems and techniques.
- Possess customer service sensitivity and ability to maintain a good working relationship with customers, the public, and employees. Use reason even when dealing with emotional topics.
- Maintain focus on conflict resolution, as opposed to blame. Listen to others without interrupting. Keep emotions under control.
- Be reliable, and able to perform duties in a timely and safe manner.
- Ability to communicate clearly and effectively both verbally and in writing
- Ability to maintain strict confidentiality.
- Ability to participate in activities designed to improve and increase skill.
- Flexibility and adaptability to be able to roll effectively with change, as circumstances dictate.



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Background Check:

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
- This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Housing Authority Automobile insurance.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 50lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent will work primarily in an office setting. The noise level is usually moderate. The office climate is temperature-controlled. Reasonable accommodations may be made, if possible, to enable individuals with disabilities to perform the essential functions.

Hiring Preference:

- Indian Preference: Under Bad River Housing Employment Policy HA 2000.20 Indian Preference Policy
- The statement, preference will be given in the following order of priority:
 - Qualified Bad River Tribal Member
 - Qualified Indian spouse of a Bad River Tribal Member
 - Qualified other members of a federally recognized Indian tribe
 - Qualified Non-Indian spouse of a Bad River Tribal Member or federally recognized tribe
 - Qualified Non-Indian

Drug-Free Workplace Act in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Housing Authority and Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov