

Quechan Housing Authority

1860 W. Sapphire Lane
Winterhaven, California 92283

(760) 572-0243
Fax (760) 572-0245

VACANCY ANNOUNCEMENT

POSITION: OCCUPANCY SPECIALIST
OPENING DATE: MARCH 28, 2022
CLOSING DATE: OPEN UNTIL FILLED
WORK HOURS: FULL-TIME, 40 HOURS/WEEK
STARTING PAY: \$17.00/HOUR

The Quechan Housing Authority is currently accepting applications for the full-time position of **OCCUPANCY SPECIALIST**.

POSITION SUMMARY: Under direct supervision of the Executive Director, this position will work directly with tenants and homebuyers to provide assistance for occupancy and unit management services in QHA participant programs. Implements training classes and counseling programs to participants to maintain lease and policy requirements.

REQUIREMENTS: High school diploma or general education degree (GED), Vocational Training preferred, and four years related experience or training, or equivalent combination of education and experience. Must have at least two years working experience with tenant management.

NOTE: The selected applicant **must** pass a pre-employment alcohol/drug test and background check. All applicants **must** be insurable and have a valid driver's license with no violations. QHA adheres to a drug free workplace policy, the drug free schools and communities amendments of 1989 (P.L 101-226)

To be considered for position submit **resume & application** in person at:

Quechan Housing Authority
1860 W. Sapphire Lane,
Winterhaven CA

Or by email:

Receptionist@QuechanHousing.org

This Job Announcement is subject to §7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. §450d (b) and §3 of the Housing and Urban Development Act of 1968. Section 7(b) requires that to the greatest extent feasible preference and opportunities for training and employment shall be given to Indians. All persons claiming Indian Preference must include documentation satisfactory to show that they are enrolled members of federally-recognized tribes. Quechan Housing Authority is an Equal Opportunity Employer.