



STANDING ROCK HOUSING AUTHORITY

1333 92nd Street, P.O. Box 769
Fort Yates, North Dakota 58538
Telephone: (701) 854-3891
Fax: (701) 854-3891



POSITION: **Resident Service Specialist**

LOCATION: Standing Rock Housing Authority
(Fort Yates, North Dakota)

OPENING DATE: February 05, 2025, **CLOSING DATE:** February 19, 2025

Rate of Pay : **\$17.00 Hr. + Benefits**

Job Purpose:

The purpose of this position is to have direct contact with all Standing Rock Housing Authority (SRHA) tenants (Low Rent, Tax Credit) on how to maintain SRHA units and do inspections of units upon Move-ins, Move-outs in coordination with all the Departments Occupancy, Maintenance, SRHA Housing Inspector(s) and SRHA Security.

To assist the SRHA Departments by contacting the Tenants for enforcement of the rental lease agreements, policies, and regulations.

To assist the SRHA Tenants with rent payments and repayment agreements to reduce the Tenant Accounts.

Job Duties:

Educating and enforcing in the following areas:

- Coordinates and conducts training with the Occupancy Department to educate the tenants in taking care of their homes in a safe and sanitary condition.
- Educate the tenants in preventative maintenance and fire prevention.
- Educate the tenants in maintaining timely rental payments in compliance with policies.
- Conducts all inspections with pictures for move-ins, move-outs, 24-hour notice, weekly, monthly, quarterly, or annual depending upon the situation.
- Prepares lease violations of unit damages utilizing photos and work orders for repairs.
- Delivers all notices to tenants for lease violations and Tribal Court Orders.
- Maintain daily logs to complete monthly reports for the SRHA Tenant Manager.

- Maintains all Tenant Files in a secure and confidential manner.

Knowledge, skills and abilities:

- Must be able to follow instructions verbally and written to generate tenant reports.
- Must be able to file and maintain tenant records in a secure manner.
- Must always maintain a positive attitude with courtesy to the SRHA Tenants, Co-workers, and the General Public.
- Knowledge of basic computer applications, software, technology and office operations.
- Ability to organize and prioritize work schedule.

Qualifications:

High School Diploma or GED Certificate

At least two (2) year computer experience in Data Entry.

Must possess Customer Service skills working with the public.

Must have a valid drivers license, clear driving record and be insurable.

Physical/Mental

Move and lift files and equipment up to 25 pounds.

Must be able to remain in stationary position 50% of the time.

Must be able to travel to the job site to inspect property.

All applicants for Standing Rock Housing employment are subject to alcohol and drug testing. Failure to adhere to testing will result in revocation of employment.

Submit SRHA Applications to: Standing Rock Housing Authority
Human Resources Department
P.O. Box 769
Fort Yates, North Dakota 58538