

# JOB ANNOUNCEMENT

## KICKAPOO HOUSING AUTHORITY

**TITLE:** Occupancy Specialist  
**POSITION:** Full-Time  
**SUPERVISOR** Housing Authority Director  
**CLOSING DATE:** June 24, 2022

### Responsibilities:

- Ensure all policies are followed.
- Process applications, leases, recertifications and rent payments.
- Manage KHA's rental programs and waiting lists.
- Provide monthly reports to Board of Commissioners.
- Maintain tenant files.
- Must maintain CONFIDENTIALITY.
- Other duties as assigned.

### Qualifications:

- Experience with HUD regulations and Native American Housing preferred.
- Three years of experience in a busy office setting.
- Knowledge of computers, emailing, faxing, and other office machines.
- Ability to follow instructions, and work independently.
- Must have outstanding communication skills.
- Must be able to pass a background check.
- Must have a valid Kansas Drivers License and insurable with KHA.

### **Drug-Free Workplace Policy:**

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Housing Authority in Kansas.

### **Indian Preference:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Email resume to: [Jtucker@khakansas.org](mailto:Jtucker@khakansas.org)

Or apply on-line at: [www.ktik-nsn.gov](http://www.ktik-nsn.gov)