



## STANDING ROCK HOUSING AUTHORITY

1333 92<sup>nd</sup> Street, P.O. Box 769  
Fort Yates, North Dakota 58538  
Telephone: (701) 854-3891  
Fax: (701) 854-3855



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### *STANDING ROCK HOUSING AUTHORITY JOB ANNOUNCEMENT*

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**Position:** Resident Service Specialist

**Location:** Standing Rock Housing Authority  
Fort Yates, North Dakota

**Opening Date:** January 21, 2022

**Closing Date:** Open Until Filled

**Rate of Pay:** \$15.00 Hr.

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#### **JOB PURPOSE:**

To provide direct contact with all Standing Rock Housing Authority (SRHA) Tenants enforcing the SRHA Policies & Procedures regarding the Tenant Lease Agreement, Inspections (Monthly, Quarterly & Annual) Preventive Maintenance and Delivering Tenant Notices. Coordinating with all the following Housing Departments: Occupancy, Maintenance, Housing Inspector, and Security.

#### **Duties & Responsibilities:**

- Serves as a Liaison between the Housing Authority and Tenants in professional manner.
- Maintains all Tenant Information for the NAHASDA Units and Tax Credit Units in a confidential manner.
- Conducts all Annual, Interim, and special housing reviews and home visits to ensure compliance of regulations.
- Delivers Housing Authority Tenant Notices such as Violation & Warning Letters, Inspection Notifications, & Tenant Court Order Information.
- Investigates reported Lease Violations such as damage & abuse of units, unauthorized Tenants, Abandonment, & Disconnected Utilities. Processes referral forms & submits work orders for repairs of unit.

- Maintain tenant files and records utilizing the HDS computer system, I-pad, and the Filing room, also maintains the vacant unit list.

**Knowledge, Skills & Abilities:**

1. Knowledge of basic computer skills, administrative & clerical procedures such as word processing to maintain files & records in numerical or chronology order.
2. Ability to follow instructions verbally, written, and generate computer reports.
3. Must always maintain a positive attitude with courtesy to the Tenants, Employees, and the General Public.
4. Ability to understand all Standing Rock Housing Authority Rules, Regulations & Policies, learn the software & technology.

**Qualifications:**

- High School Diploma or GED.
- At least two (2) years computer experience in Data Entry
- Must have a valid driver's license and be eligible under SRHA Auto Insurance Policy.
- Must possess Customer Service skills in working with Tenants & the Public.

**NOTICE**

**Applicants are subject to Alcohol & Drug Testing, failure to adhere to the Testing will result in revocation of job offer.**

**"All Incomplete Applications will not be considered."**

**Submit SRHA Applications to:**

SRHA Human Resources Department  
P.O. Box #769  
Fort Yates, North Dakota 58538