



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

### **Position: Housing Specialist – Housing Department – FT - Regular**

**Summary:** The position provides guidance and counseling to Tribal Citizens requesting department services, effectively administering and processing all appropriate housing assistance programs available.

**Employment Qualifications:** A qualified candidate offers:

- High School Diploma or GED; and
- Two (2) or more years administering housing assistance programs; and
- Technical skills of an intermediate user of MS Office software, computers and office equipment. This includes cloud-based applications such as Microsoft Office 365; and
- Demonstrated successful work experience in an environment utilizing sensitive and confidential information; and
- Demonstrated strong verbal and written communication skills; and
- Demonstrated successful experience in an environment requiring enhanced attention to detail.

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Pay Grade:** NE6

**Hiring Range:** Commensurate with Verified Qualifications

**Status:** Non- Exempt / Hourly Biweekly Pay

#### **Application Instructions:**

Obtain an application form and a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov).

**To apply, please submit completed LRBOI application, any licensure/training /certificates that relate to the position, cover letter and resume, no later than 5 p.m. March 4, 2021 to:**

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov).

**\* Incomplete or late submissions will not be considered\***

**Conditions of employment with the Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test, a background investigation, and successfully completing a 90-day introductory period.**

*For the complete job description or further information, please contact the LRBOI HR Department.*

Posted 02-18-2021

Remove 03-04-2021