



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: Minimum Necessary Qualifications -

- 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:** \$11.92 - \$14.92 - Commensurate with Verified Qualifications
Status: Non- Exempt / Hourly Biweekly Pay **Background Check:** Extensive

Application Instructions:

Obtain an application form and a copy of the position description on the Tribe's website 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.

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.

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

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

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

Tribal Member Posting Period – 1/31/2022 through 2/09/2021

General Posting Period – Subject to outcome of Tribal Member selection process.

Posted until filled