



Kiowa Tribe Housing Authority

1701 E. Central Blvd. · Anadarko, Oklahoma · 73005

Phone: (405) 339-8100 · Fax: (405) 339-8101

JOB OPPORTUNITY

Position Title: Housing Manager

Duty Location: Anadarko, OK

Supervisor: Executive Director

Opens: 03/29/2023

Closes: 04/10/2023

Salary: starting at \$20.00/hour

JOB SUMMARY

Under the general direction of the Executive Director. The Housing Manager's primary responsibilities include, but are not limited to, assisting tenant's housing needs and determine what program resources are available to best serve them. Conducts outreach and intake activities as well as process applications and records all clients served by the housing authority. Also, plans and schedules tenant training sessions with qualified individuals for better tenant knowledge of the process of renting, leasing, or becoming a home buyer. Schedules any training needed for tenants needing credit repair for possible home purchase programs. Monitors any/all delinquencies by tenants and counsels in order to bring back into compliance. Counsels and monitors any disputes which may exist between tenants and enforces resolutions by housing authority regulation.

EDUCATION AND/OR EXPERIENCE

High School Diploma or GED with two (2) years' experience in housing field; or Associate's Degree in Business or related field; or equivalent combination of education and experience.

Knowledge of federal, state and local laws, codes, regulations, notices and guidance governing Indian housing programs including but not limited to NAHASDA, 24 CFR Part 1000, 2 CFR Part 200, 24 CFR Part 58, and 24 CFR Part 85 preferred.

JOB REQUIREMENTS

Must possess a valid Oklahoma driver's license and be insurable under KTHA's vehicular insurance policy. Must be bondable and willing to submit to a background check and random drug testing. Must comply with all organizational and departmental policies.

HOW TO APPLY

Applications are available at the KTHA office, 1701 East Central, Anadarko or online at www.kiowahousing.com. For questions please call 405-339-8100.