



## YAKAMA NATION HOUSING AUTHORITY

611 South Camas Avenue, P.O. Box 156, Wapato, WA 98951

Phone: 509-877-6171 Fax: 509-877-7830

### Yakama Nation Housing Authority Posted Jobs

Job #	Position	Start Wage	Open	Close
#2021-6	<b>On-Site Housing Manager-Wishram</b>	DOQ	<i>Monday</i> <b>April 12, 2021</b>	<i>Monday</i> <b>May 10, 2021</b>

**Application Process:** Submit a complete current Yakama Nation Housing Authority Employment Application (applications available online) to:

**Drop box front door: 611 S. Camas Ave., Wapato, WA**

**Mail: PO Box 156, Wapato, WA 98951**

Employment application will be date stamped and accepted during the limited business hours, or in an envelope placed in black drop box by front door and must be completed entirely. Please have any other documents included in packet you want to include to be reviewed.

**Submit by fax: (509)-877-1002, or email.**

If you have any questions, please feel free to contact YNHA Human Resources at [crystal@ynha.com](mailto:crystal@ynha.com)

**\*Complete job announcement & YNHA Employment application is available online.**

\*Indicate Job Announcement Number on YNHA application for posted jobs.  
It is the applicants responsibility to update his/her application. On file for 6 months.  
Complete application, print & sign for each posted job announcement.  
Make certain all information is legible.

**YAKAMA NATION HOUSING AUTHORITY  
JOB DESCRIPTION  
2021**

**JOB TITLE:** On-Site Housing Manager-Wishram    **FLSA STATUS:** EXEMPT  
**DEPARTMENT:** HOUSING    **PAY RANGE:** DOQ  
**SUPERVISOR:** HOUSING MANAGER

**GENERAL DESCRIPTION OF JOB**

The Onsite Manager is responsible for oversight of the daily operations of the Yakama Veterans Housing units, supportive housing and service center for veterans. General responsibilities include, among other duties that may be assigned, implementing Board of Commissioner approved YNHA policies through Resolutions, Tax Credit and HUD guidelines. Providing education to housing residents to be successful future homebuyers, maintaining tenant housing records and performing routine landlord duties such as property maintenance and inspections under the rules and regulations set by various affordable housing programs including the Family Housing/Low Rent Program, the Section 8 Program (Housing Choice Vouchers), low-income housing for the homeless, veterans, farmworkers, the elderly, and the disabled.

Reviewing incoming applications for completeness and current verification from applicants interested in low-income Tax Credit housing, apply the approved YNHA Eligibility, Admissions, and Occupancy policy to use as the established criteria for resident eligibility, leasing of the rental units, rent collection and deposits according the YNHA Collections policy, manage the scheduling and use of community room or other shared YNHA facilities, coordinating property maintenance and inspections, investigating and resolving tenant concerns and issues, preparing reports as requested by YNHA Management and Tax Credit partnerships. Ongoing supervision of onsite services and activities.

**Responsibilities require employee to follow:**

- YNHA programs listed “Common Duties”
- Department programs listed “Essential Tasks”

**Common Duties:**

- Review YNHA Rental applications for completeness with current supporting documentation and verification for screening for eligibility; maintain a current Wishram Tax Credit waiting list; complete the local criminal background checks with Yakama Nation and Washington State Patrol or other local law enforcement agency. Inspect available units to confirm ready of occupancy.
- Follows Yakama Nation Housing Authority policies such as the Eligibility, Admissions, and Occupancy policy, Maintenance Policy, and other YNHA policies that pertain to Wishram Tax Credit housing and the WSHFC requirements for the procedures for processing applicants for the Tax Credit program attached to the property. Ensure that all Tax Credit files are current, complete, accurate, and orderly.
- Attend required trainings for Tax Credit program compliance and other trainings deemed important to this position along with continued trainings recommended by Yakima Housing Authority. Some training may require to travel out of town and overnight accommodations.

- The On-Site Manager will walk the property at least twice per/day (once in the morning and once in the evening) to assure residents of YNHA management presence and to monitor the overall appearance of the property and respond to any tenant or property maintenance concerns.
- They keep in contact with local law enforcement on any activity for reports, cases and issues. Also may go to city meetings to keep updated with school, city functions, events, etc.
- Attend local and in-house trainings and informational meetings pertaining to this position.
- Ensures that vacant units are “turned” and made ready for occupancy to the next qualified applicant by monitoring timeliness of vendors and maintenance staff. Conduct walk-through inspections on vacant units daily to monitor progress of the unit progress.
- Keeps property vacancy loss to a minimum by processing multiple applicants’ screenings for income eligibility by processing the Tax Credit Resident Eligibility Application for Travois approval simultaneously upon receipt of notice of intent to vacate by current resident. With the understanding the REA expires in 90 days from when the Tax Credit applicant completed this required application, per WSHFC rules.
- Distributes monthly rent statements and collects rents and provide the tenant with a rent receipt for the payment. Understanding no cash payments are accepted. Payments submitted to Yakama Nation Housing Authority Accounting department for deposit. Agrees to work with Yakama Housing Authority accounting staff to facilitate accounting procedures and payment transactions.
- Completes, acquires, and processes in an efficient and timely manner all required YNHA and Tax Credit forms, documentation and other relevant paperwork required for continued tenant occupancy. Outlines, educates, and explains conditions and terms of occupancy with new residents by providing Pre-Occupancy orientations as listed in the YNHA Eligibility, Admissions, and Occupancy policy and tenant lease.
- Completes and timely submits required weekly reports, monthly reports, and ticklers as requested by YNHA, WSHFC, Travois, and Raymond James investors.

## **INVOLVEMENT WITH DATA, PEOPLE**

**DATA INVOLVEMENT:** Requires summarizing, tabulating or formatting data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

**PEOPLE INVOLVEMENT:** Requires providing information, guidance or assistance to staff and tenants to directly facilitate task accomplishment. Able to demonstrate a genuine concern and respect for all cultures and diverse populations served by YNHA. Communicate with applicants clearly and effectively.

**INVOLVEMENT WITH THINGS:** Requires handling or using machines or equipment that requires moderate instruction and experience, such as computers, peripherals, software programs for routine operations such as word processing, spreadsheets, project/appointment scheduling software or custom applications and specialized software programs. Must be proficient with Microsoft Office Word, Access, Power Point, Excel, Publisher and the internet. Preferred but not required with tenant data management software including Housing Data Systems (HDS.)

## GENERAL REQUIREMENTS

**REASONING REQUIREMENTS:** Requires using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**MATHEMATICAL REQUIREMENTS:** Requires performing addition, subtraction, multiplication and division, may calculate ratios, rates and percentages.

**LANGUAGE REQUIREMENTS:** Requires reading technical instructions, procedures manuals, and charts to solve practical problems; composing routine or specialized reports, forms or business letters with proper format, speaking compound sentences using normal grammar and word form.

**MENTAL REQUIREMENTS:** Requires reading, and redrafting procedures manuals, and charts to solve practical problems such as routine office equipment operating instruction. Composing routine or specialized reports, forms, or business letter with proper format, and speaking compound sentences using normal grammar and work form.

**PHYSICAL AND DEXTERITY REQUIREMENTS:** Must be able to lift twenty-five (25) pounds regularly and up to forty (40) pounds occasionally. Requires work that involves sitting or walking for long periods of time, walk, push and pull, skill, adeptness and speed in the use of fingers, hands, or limbs, on repetitive operation of electronic office machines within close tolerances or limits of accuracy.

**ENVIRONMENTAL HAZARDS:** May be confronted with irate tribal public. The job risks no known exposure to environmental hazards.

**SENSORY REQUIREMENTS:** The job requires normal visual acuity and field of vision, hearing, speaking, and color perception.

**JUDGMENTS AND DECISIONS:** Displays willingness to make decisions; exhibits sound and accurate judgement; supports and explains reasoning for decisions; includes appropriate people in the decision making process; makes timely decisions. Must be able to decide to contact supervisory staff if warranted.

**VOCATIONAL/EDUCATIONAL PREPARATION:** Bachelor's degree in Business or Social Services or related field.

**SPECIAL CERTIFICATIONS AND LICENSES:** Requires a valid driver's license at the time of appointment and throughout employment is required for this position. Must maintain a current and valid state issued driver's license at all times to legally drive a YNHA vehicle through current YNHA's insurance provider for the entire duration of employment.

**EXPERIENCE REQUIREMENTS:** Ability to work with and maintain high level of confidential data, which if disclosed might have adverse internal/and or external effects.

**DRUG AND ALCOHOL POLICY**

The Yakama Nation Housing Authority has a "Drug Free Workplace Policy". All employees are subject to pre-employment, random drug tests and to tests when the use of alcohol or drugs in the workplace is suspected.

**INDIAN PREFERENCE POLICY**

In accordance with Section 101(k) of NAHASDA, Yakama Nation Housing Authority applies Yakama Tribal preference in employment, as established by Resolution GC-05-2012 of the Yakama Nation General Council.

Andrea M. Sheny  
Interim Deputy Director

4/12/21  
Date

Preston Hammi  
Interim Executive Director

4/12/2021  
Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature