



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

**Position:** Housing Specialist  
**Department:** Housing Department  
**Employment Status:** Regular  
**Class:** Full-Time  
**Location:** Bartlesville, OK

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### **GENERAL DESCRIPTION:**

The Housing Specialist is responsible for performing administrative activities for the Housing Director within the Delaware Tribe of Indians, to ensure objectives are met within the appointed time frame and funding costs. It requires to meet and deal effectively in contact with Native American people and organizations. You must have tact, courtesy, confidentiality, discretion, resourcefulness, and sound judgement in sensitive situations at all times.

### **QUALIFICATIONS:**

High school degree or GED required; two years of related job experience and/or training; combination of both preferred.

Basic language, mathematical, and computer skills.

Must have working knowledge of Windows, Excel, Microsoft Office, etc.

Able to interpret/carry out all forms of instructions and multitask.

Ability to handle highly sensitive and confidential information.

Strong organizational, prioritization skills, attention to detail.

Ability to reason logically in stressful situations.

Strong communication skills, written and verbal.

Excellent interpersonal skills, positive and flexible.

Ability to work in a team environment and maintain a pleasant disposition.

Public speaking is highly desirable.

Experience working with diverse groups of individuals, such as those from low to very low income levels.

**DUTIES AND RESPONSIBILITIES:**

Work in an office environment or in the field as required.

Answer incoming calls, emails, and assist with payables.

Maintain all applications, brochures, welcome packets, and other information as required.

Daily check, scheduling and update of the tenant/Inspector calendar.

Present information and respond to questions from clients, customers and the general public.

Review and process incoming housing applications.

Prepare leasing agreements and acquire signatures as needed.

Setup, maintain, and secure all active/inactive tenant files and other office files.

Update and maintain waiting, vacancy, annual review, and inspection lists.

Write routine reports, file correspondence, draft procedure manuals, and assist with environmental reports.

Assist with low rent and remaining homeownership programs.

Read and understand governmental regulations, ordinances, and resolutions. All HUD guidelines, Federal Statutes, maintenance instructions and procedure manuals. Update as needed.

Develop a working knowledge of HUD NAHASDA, the Delaware Tribe Housing Program, Housing Data System (HDS), and the local housing market.

Strict confidentiality in regards to all Housing and Tribal matters is a must.

Must be willing and have the capability to travel for various conferences or workshops.

Other Duties as assigned

**INDIAN PREFERENCE POLICY:**

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.