



Kashia Round House
Founded in 1916

Kashia Band of Pomo Indians Of the Stewarts Point Rancheria

HOMEKEY ON-SITE RESIDENT MANAGER JOB DESCRIPTION

Position: HomeKey On-Site Resident Manager
Location: Santa Rosa
Supervisor: Executive Director
Salary: DOE
Classification: Full time, Non-Exempt

POSITION SUMMARY

The HomeKey On-Site Resident Manager is directly responsible to the Housing Authority's Executive Director for the administration of the Housing Authority programs at 502 Santa Rosa Ave, Santa Rosa, CA HomeKey site. To organize and administer the day-to-day operations of the apartment complex, verify and process information required complying with government regulations. To enforce rules of occupancy in accordance with corporation policy, government regulations, and the project's management plan. To coordinate the offering of tenant services that address issues such as life skills, medical needs, employment assistance, and academic support to help build and sustain healthy communities and advance the overall quality of life.

DUTIES

1. Show available units to eligible Tribal Members.
2. Works diligently to ensure that all new move-in files are complete and orderly as per written procedures.
3. Attends trainings as needed and recommended by Kashia Housing Authority (KHA). These trainings may require overnight stays out of town.
4. Walks property at least twice per day (once in the morning and once in the evening) to assure residents of management presence and to monitor the overall appearance of the property.
5. Ensures that vacant units are "turned" in the fastest possible time by monitoring timeliness of vendors and maintenance staff; walks vacant unit daily to monitor progress of turn.
6. Distributes rent bills and collects rent for submittal to the accounting department; works with accounting staff to facilitate smooth accounting procedures.
7. Completes Program Agreements and lease forms, outlines conditions and terms of occupancy with new resident and completes relevant paperwork.
8. Instructs residents in emergency procedures, appliance use, and property rules.
9. Performs annual re-certification of tenants, completes required weekly reports, monthly reports, and quarterly reports as needed.

10. Investigates resident complaints and resolves resident issues, prepares written incident reports, prepares and serves resident warning notices, 3- day notices, 10-day notices, and 30-day notices, appears in eviction proceedings, and maintains tenant history logs. Communicates warnings and notices to county staff.
11. Conducts unit inspections, walk through of vacated units assessing any damage, cost of repairs, and arrange turnover repairs. Submits account of assessment to KHA.
12. May need to act as a repair person in an emergency.
13. Provide local information of available nearby schools, shopping malls, recreational facilities, public transportation, and medical facilities (including ER).
14. Participates in case conference meetings with residents when invited.
15. Other duties as assigned.

ABILITY TO

- Communicate effectively, both orally, and in writing.
- Establish effective working relations with Tribal and city staff, contractors and subs, vendors, and the public.
- Organize and perform work independently, with minimum supervision.
- Utilize office staff for program participant verification and assist in processing of vendor invoices.
- To read, understand, implement and comply with a mixture of policies, regulations and laws related to Indian housing operations. Compliance with Tribal and federal regulations is a must.
- To operate keyboards, office equipment and business machines as required.

KNOWLEDGE OF

- Low-income housing programs
- Ability to read and understand correspondence, governmental regulations, loan documents and related material, ordinances, resolutions, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports, business correspondence, and have input to draft procedure manuals.
- Ability to present information, and respond to questions from clients, customers, and the general public.
- The ability to speak effectively before groups is highly desirable.
- Office equipment, to include calculator, copier, postage machine, fax, camera, computer programs such as Windows (Word & Excel)

SUPERVISORY CONTROL

N/A

MINIMUM REQUIREMENTS

Preference will be given for experience in HUD Indian housing operations. Architectural or engineering experience desired. Must possess a valid California driver's license.

GUIDELINES

Included for this position are Housing Authority policies and procedure manuals, Tribal ordinances, HomeKey and HUD regulations.

PERSONAL CONTACTS

Personal contacts are with individual residents and housing program participants and Housing Authority staff, Tribal staff, vendors, contractors and their subs, architects and engineers and various governmental agencies. The purpose of these contacts is to relay program information, interpret rules and regulations direct subordinates' responsibilities, comply with regulations, report project updates and to keep open and positive communications flowing between entities.

WORK ENVIRONMENT

The office space is located at the HomeKey Office located at 502 Santa Rosa Avenue, Santa Rosa, CA. Outside inspections may expose individuals to inclement weather conditions.

IN THE EVENT OF EQUALLY QUALIFIED APPLICANTS, INDIAN PREFERENCE WILL BE APPLIED.

Subject to section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e (b)). Section 7(b) requires that to the greatest extent feasible preferences and opportunities for training and employment shall be given to Indians;

Subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area.

THE KASHIA HOUSING AUTHORITY IS A DRUG AND ALCOHOL FREE WORKPLACE. DRUG SCREENING WITH A NEGATIVE RESULT IS REQUIRED BEFORE BEGINNING EMPLOYMENT

All new employees will serve a six-month initiation period to enable the Executive Director to determine their suitability as a KHA employee. After the six-month initiation period, the employee will be evaluated on his/her performance and at that time it will be decided if the employee is entitled to Full-time Regular Status.