

**Job Vacancy Announcement  
Native Village of Barrow**

<b>Open Date:</b> 11-10-2009	<b>Closing Date:</b> Until filled	<b>Job Location:</b> Barrow	
<b>Job Title:</b> Occupancy Specialist		<b>Job Start Date:</b>	
<b>Organization Name:</b> Native Village of Barrow		<b>Wage/Salary Range:</b> \$ DOE	
<b>Regular:</b> Yes	<b>Temporary:</b> No	<b>Approximate Duration of Job:</b>	
<b>Rotation Schedule:</b>			
<b>General Duties:</b>	Accepts and assists processing Native Village of Barrow Housing Program Applications and maintains associated documentation.		
<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Accepts and assists processing Native Village of Barrow Housing program applications, forms and verifications.</li> <li>2. Processes move in, move out, transfer, inspections and service requests.</li> <li>3. Maintains and updates waiting lists for New Construction, Renovation, Emergency Repair Program, Materials Assistance Program, Housing Assistance Loan Program, and Rental Housing Program. Other program required paperwork.</li> <li>4. Prepares Notifications, Addendums, Memorandum and applicable paperwork for Housing.</li> <li>5. Prepares Documents, Addendums, and Notifications for all housing meetings.</li> <li>6. Addresses inquiries from the general public.</li> <li>7. Performs other duties as assigned.</li> </ol>		
<b>Certification(s)/License(s) Required:</b>	Driver's License Valid driver's license required.		
<b>Knowledge, Skills and Qualifications:</b> High School Education or Equivalent. One year of social services or tenant counseling work experience. Two years work experience with a PC and general office equipment. Certification as a Housing Occupancy Specialist preferred. Knowledgeable of the NAHASDA act of 1996, (24CFR part 1000; P.L. 104-330) & 25CFR part256 (BIA) Inupiat speaking preferred. Demonstrated ability to deal with the general public.  Valid driver's license required.  Under the authority of P.L. 93-638, Native preference will be given in the hiring of this position.			
<b>Immediate Supervisor:</b>	Sam Okakok	NAHASDA Director	852-4411
	<b>Name</b>	<b>Title</b>	<b>Phone</b>
<b>JVA Submitted By:</b>	Rebecca Brower	HR Director/Admin. Asst.	852-4411
	<b>Name</b>	<b>Title</b>	<b>Phone</b>
<b>Refer Candidates To:</b>	Rebecca Brower	HR Director/Admin. Asst.	852-8844
	<b>Name</b>	<b>Title</b>	<b>Fax Number</b>
852-4411	PO Box 1130	Barrow, Alaska	99723
<b>Phone Number</b>	<b>Address</b>	<b>City, State</b>	<b>Zip</b>

Submit Form to the ASRC Personnel Office in Barrow – **FAX 907-852-9470**

ASRC Personnel Division provides a service for local employers to advertise job vacancies on **the Jobs Information Channel** (channel 62), and post all job vacancies in their office.