

Quechan Housing Authority

1860 W. Sapphire Lane
Winterhaven, California 92283

(760) 572-0243
Fax (760) 572-0245

VACANCY ANNOUNCEMENT

POSITION: OCCUPANCY SPECIALIST
OPENING DATE: MARCH 5TH, 2024
CLOSING DATE: OPEN UNTIL FILLED
WORK HOURS: FULL-TIME, 40 HOURS/WEEK
STARTING PAY: D.O.E

The Quechan Housing Authority is currently accepting applications for the full-time position of **Occupancy Specialist**.

POSITION SUMMARY: Under direct supervision of the Executive Director, this position will work directly with tenants to provide assistance for occupancy in the Rental Program.

REQUIREMENTS: High school diploma or general education degree (GED), Vocational Training preferred, and two years related experience or training, or equivalent combination of education and experience.

NOTE: The selected applicant **must** pass a pre-employment alcohol/drug test and background check. All applicants **must** be insurable and have a valid driver's license with no violations. QHA adheres to a drug free workplace policy, the drug free schools and communities amendments of 1989 (P.L 101-226)

To be considered for position submit **resume & application** in person at:

Quechan Housing Authority
1860 W. Sapphire Lane,
Winterhaven CA

Or by email:

mmommer@quechanhousing.org

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation.

In other than the above, Quechan Housing Authority is an Equal Opportunity Employer.