

## JOB ANNOUNCEMENT

The Modoc Lassen Indian Housing Authority (“MLIHA”) is currently accepting applications from qualified applicants for the FULL-TIME POSITION of Resident Services Coordinator on the Quartz Valley Indian Reservation. The position of Resident Services Coordinator (“RSC”) is responsible to perform the duties of the Resident Services/Youth Sports Programs, and is the focal point of communication between the MLIHA and the residents in the Rental housing program. The RSC will provide the assistance to enable residents to meet their obligations under the Tenant Lease Agreement. This position is under the general supervision of the Executive Director, and under the direct supervision of the Deputy Director. This position is “*at will*”, meaning the employee may resign at any time and MLIHA may terminate the RSC’s employment with MLIHA at any time with or without cause. Applicants must possess a valid California Driver’s License and must be bondable.

### **How to Apply:**

1. Obtain an application and detailed job description, in person or by mail, from:

Modoc Lassen Indian Housing Authority  
401 Peninsula Drive, Suite 6  
Lake Almanor, CA 96137  
Phone: (530) 596-4127

2. Preference will be given to qualified Native American applicants, as provided in Section 7(b) of the Indian Self Determination and Education Assistance Act.
3. The Executive Director may waive the education and/or experience requirements based on an evaluation of the experience or demonstrated competence of an applicant.
4. Failure to complete all applicable parts of the employment application will remove the applicant from consideration for this position.
5. Applicants who are participants in the Housing Programs and are not in full compliance with their Tenant Lease Agreement may still apply and be considered for this position.
6. THE APPLICANT IS RESPONSIBLE TO COMPLETE AND RETURN THE EMPLOYMENT APPLICATION BY MAIL OR IN PERSON, TO THE ABOVE ADDRESS.
7. CLOSING DATE IS MAY 18, 2018