

MODOC LASSEN INDIAN HOUSING AUTHORITY JOB ANNOUNCEMENT – RESIDENT SERVICES COORDINATOR

The Modoc Lassen Indian Housing Authority is currently accepting applications from qualified applicants for the full-time position of Resident Services Coordinator. This position is the focal point of communication between the Housing Authority and the residents in the Mutual Help and Rental housing programs on the Quartz Valley Indian Reservation and will provide the assistance to enable residents to meet their obligations under their Lease Agreements. Applicants must possess a valid California Driver's License and must be bondable. Interested applicants please call the Housing Authority office to obtain a Job Announcement Description and Application at (530) 596-4127. The closing date for the applications will be **November 13, 2020**.

How to Apply:

1. Applications may be obtained from Katie Bayers, Quartz Valley Resident Services, at (530) 468-2702 or from the MLIHA main office at (530) 596-4127 or Toll Free at 1-888-257-5141.
2. If you have any questions, please call the MLIHA office.
3. THE APPLICANT IS RESPONSIBLE TO COMPLETE AND RETURN THE EMPLOYMENT APPLICATION BY MAIL OR IN PERSON TO:
Modoc Lassen Indian Housing Authority
401 Peninsula Drive, Suite 6
Lake Almanor, CA, 96137
4. **If you have previously submitted an application for this position and are still interested in working under the Force Account Program, PLEASE RESUBMIT A NEW APPLICATION TO UPDATE.**
5. Preference will be given to qualified Native American applicants, as provided in Section 7(b) of the Indian Self Determination and Education Assistance Act.
6. Applicants must be physically able to perform the duties of this position.
7. Applicants must be bondable.
8. The Executive Director may waive the education and/or experience requirements based on an evaluation of the experience or demonstrated competence of an applicant.
9. Failure to complete all applicable parts of the employment application will remove the applicant from consideration for this position.