



Kiowa Tribe Housing Authority

1701 E. Central Blvd. · Anadarko, Oklahoma · 73005
Phone: (405) 339-8100 · Fax: (405) 339-8101

JOB OPPORTUNITY

Position Title: Housing Program Specialist
Duty Location: Anadarko, OK
Supervisor: Housing Manager

Opens: 01/30/2025
Closes: 02/14/2025
Base Salary: \$15.00/hr.

JOB SUMMARY

Assists the KTHA Housing Manager and other KTHA staff in carrying out housing programs, activities and services. Answers directly to the Housing Manager. This position assists the Housing Manager in carrying out of all daily activities to enable the organization to meet all of its goals and objectives. Performs tasks that require skills in organization, planning, program requirements, administration and a basic knowledge of Indian Housing operations and objectives. Must be able to understand the program eligibility requirements and guidelines and command a good working knowledge of the Native American Housing Assistance and Self-determination Act of 1996, other federal programs and related requirements. Must possess a strong work ethic and be willing to receive direct supervision and technical assistance and also be able to operate autonomously with minimal supervision in certain cases.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in business administration, public administration, housing or related field and one year of relevant work experience or High School Diploma or equivalent and three years of experience working in the area of Indian Housing, or Federal/Tribal programs.

Knowledge of federal, state and local laws, codes, regulations, notices and guidance governing Indian housing programs including but not limited to NAHASDA, 24 CFR Part 1000, 2 CFR Part 200, 24 CFR Part 58, and 24 CFR Part 85 preferred.

JOB REQUIREMENTS

Must possess a valid Oklahoma driver's license and be insurable under KTHA's vehicular insurance policy. Must be bondable and willing to submit to a background check and random drug testing. Must comply with all organizational and departmental policies.

HOW TO APPLY

Applications are available at the KTHA office, 1701 East Central, Anadarko or online www.kiowatribe.org. For questions please call 405-339-8100.