

KEWEENAW BAY INDIAN COMMUNITY

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

OCCUPANCY SPECIALIST

One (1) Full-time, Non-exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Cover Letter
- ☐ College transcripts (if applicable) or Copy of HSD/GED
- ☐ Copy of Valid Driver's License
- ☐ Minimum of three (3) professional Letters of Recommendation
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4175 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION:

OCCUPANCY SPECIALIST

Full-time, Non-exempt position

LOCATION:

KBIC Housing Department
Baraga, Michigan 49908

SALARY:

Grade 6 (minimum starting wage = \$18.40/hour)

SUPERVISOR:

Housing Manager

QUALIFICATIONS:

- Must have an Associate's Degree in Business, Public Administration, or related field **AND** one (1) year of work experience in a related field.
OR
Must have a High School Diploma or equivalent **AND** three (3) years' work experience in an office providing services to the public.
- Familiarity with Federal housing regulations through HUD (U.S. Department of Housing and Urban Development) is preferred.
- Must be able to obtain Admission and Occupancy certification through NAHASDA (Native American Housing Assistance and Self Determination Act) within one (1) year of hire.
- Must have demonstrated knowledge and/or work experience using a computer. Must be efficient in the use of Microsoft Software programs, including Word and Excel.
- Must be willing to be trained on the Housing computer system (HDS).
- Must possess a valid Driver's license, reliable transportation, and be insurable to operate fleet vehicles.
- Must possess strong organizational skills.
- Must possess excellent written and verbal communication skills.
- Must maintain a professional, acceptable appearance and demeanor.
- Must be friendly, courteous and able to work well with people, including fellow staff members, housing applicants and tenants.
- Must be able to work independently and complete projects in a timely manner.
- Must have familiarity with the Ojibwa Housing community.
- Must maintain strict confidentiality.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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DUTIES AND RESPONSIBILITIES:

1. Re-certify all tenants in assigned projects on an annual basis, coordinate re-certification and inspection dates and advise tenants.
2. Obtain income and other verification required to complete calculations of monthly payments and rents. Explain calculations and advise tenants of changes.
3. Report determinations of whether or not the unit is adequate for the family needs; whether or not lease modifications need to be made, and any other occupancy matters that must be addressed according to policy.
4. Perform unit inspections annually; perform move-in and move-out inspections, and compliance inspections and checks as necessary.
5. Report all emergency situations to the maintenance supervisor, or any other maintenance of an urgent nature.
6. Provide application forms as requested and explain provisions of the application; ensure that all applications are completed properly and verify the information provided.
7. Coordinate the move-in and move-out activity of units and work with maintenance staff to ensure that units are occupied as soon as possible to avoid possible damage.
8. Provide training and counseling referrals to families in the pre- and post- occupancy period regarding their rights and responsibilities as renters and homebuyers, budgets, care and maintenance of units, and the availability of community service agencies.
9. Interpret Housing policies to residents in an easily understood manner; maintain tenant files and records; type correspondence, and computerize records.
10. Must maintain strict confidentiality with regards to tenants files and information.
11. Complete intake/admission tasks; complete the application/screening process; process background checks; adjusts rents according to policy; enter all information into the computer database.
12. Enter rents and deposits into the computer system.
13. Implement the Collection Policies of the Housing Department and coordinate compliance issues.
14. Must complete all required training through NAHASDA as directed by Supervisor.
15. Performs other related duties as assigned by the Supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.

Distribution Date: September 9, 2026

Closing Date: September 23, 2026 at 4:00pm

TERO Approved: _____

Reviewed for barriers only!

9/9/26