



**Lac Courte Oreilles Housing Authority**  
**13416 W Trepania Road**  
**Hayward, WI 54843**  
**Phone (715) 634-2147**  
**Fax (715) 634-5692**

---

## **JOB POSTING**

**LOCATION:** Lac Courte Oreilles Housing Authority  
Grant-funded limited term employment (up to 12 months)

**JOB TITLE:** **Emergency Rental Assistance (ERA) Assistant**

**SALARY:** \$14.00/hr

**POSTING DATE:** September 13, 2021

**CLOSING DATE:** September 24, 2021

**DEPARTMENT:** Administration

**REPORTS TO:** Emergency Rental Assistance Coordinator

### **JOB SUMMARY:**

The ERA Assistant is responsible for assisting with the Lac Courte Oreilles Emergency Rental Assistance Program. This program will aid households that are unable to pay rent and utilities due to the COVID-19 pandemic. This employee will aid members of our Service Area, in applying for financial assistance, including rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears, and other expenses related to housing.

### **DUTIES AND RESPONSIBILITIES:**

1. Provide professional customer service to clients.
2. Assist in the general case management, which includes intake, assessment, verification of information and process of application payment.
3. Inform members of the Service Area of the availability of the program.
4. Assist in completing all monthly, quarterly, or annual reports as required by the program.
5. Maintain records and financial documents sufficient to support compliance.
6. Must maintain sensitive and confidential information.
7. Other duties as may be assigned by the Emergency Rental Assistance Coordinator, Executive Director or Designee.

### **KNOWLEDGE, SKILLS, ABILITIES:**

1. Working knowledge of software and business applications including, but not limited to, word processing, spreadsheets, presentation software, and databases.
2. Ability to follow instructions and work efficiently with minimal supervision in performing assigned tasks.
3. Ability to communicate well and accurately document activities and services.
4. Ability to read, analyze and interpret technical procedures and governmental regulations.
5. Ability to understand the importance of adhering to Housing Authority Policies and Procedures.

**QUALIFICATIONS:**

1. Associate degree in Business Administration preferred or two to four years related experience. **All degree and experience related information must be documented and included with application and resume.**
2. Must demonstrate strong oral, written and e-mail communication skills.
3. Preference will be given to candidates with a working knowledge of Microsoft Office.
4. Must possess a valid Wisconsin driver's license and be insurable through the Housing Authority's insurance carrier.
5. All applicants subject to criminal background check and pre-employment drug testing.

\*\*\*\*\*

All applications will be screened for eligibility in accordance with this section and only those possessing the minimum qualifications will be interviewed. Application forms are available at the Lac Courte Oreilles Housing Authority.

The LCOHA will utilize preference points when considering an applicant for employment. **It is the responsibility of the applicant to provide the necessary documents for the purpose of obtaining preferences. (Please see employment application.)**

*Preference in employment will first be given to qualified enrolled members of the Lac Courte Oreilles Tribe in accordance with the Personnel Policies and Procedures of the Lac Courte Oreilles Housing Authority.*

(February 2021)