



## Regional Housing Authority JOB RECRUITMENT

The Tlingit-Haida Regional Housing Authority has a Regular, Full-Time position available:

**JOB TITLE:** **Program Assistant**

**LOCATION:** Juneau, Alaska

**SALARY:** Starting at \$20.97 per hour DOE  
Benefits included.

**APPLICATION PERIOD:** Open until filled

**DUTIES AND RESPONSIBILITIES:** The Tribal Services Program Assistant (Program Assistant) works as a part of the Tribal Services & Outreach team and reports to the Tribal Services Director. The Program Assistant is responsible for a variety of assigned functions that require advance case management to include customer service, program application, and client eligibility processing. Responsibilities involve program client data reporting, program record keeping and archiving, procurement of department goods and services, and information systems operations, and community outreach.

- Customer Service; Provide related customer service to THRHA clients and other THRHA departments.
- Date Entry; Input a variety of data and information into applicable spreadsheets, databases, and/or other related sources.
- Tribal Services Outreach; Assist Tribal Services team distribute and collect program client application throughout services area.
- Tribal Service Record Retention; Responsibilities include maintaining on-site and off-site records storage.
- Quality Assurance; Reviews and processes a variety of records, forms, documents, and/or other information in assigned area of responsibility, ensuring completeness and accuracy of information.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent; An associate's degree in business or related field may substitute for experience such as 2 years of experience (paid or volunteer) performing duties related to office or clerical support.
- Valid Alaska driver's license

**REQUIRED KNOWLEDGE AND SKILLS:**

- Strong professional interpersonal skills to problem-solve and coordinate assigned projects.
- Familiarity with NAHASDA/HUD regulations, federal and state grant fiscal regulations, and THRHA policy
- Strong analytical skills to review program data or client/program information to ensure completeness or to identify discrepancies.
- Working knowledge of filing and record keeping systems.
- Strong attention to detail and data-accuracy.
- Strong proficiency with information systems, database software, and MS Office Suite software
- Familiarity and respect for SE AK Tribal culture and values.
- While performing the duties of this job, the employee is regularly required to: Talk or hear; Sit for extended period; Kneel; Couch; Reach; Push and pull; Lifting up to 30 pounds

**SUBMIT APPLICATIONS TO:** Email: [jobs@thrha.org](mailto:jobs@thrha.org); Fax: (907) 780-6895  
Mail: THRHA 5446 Jenkins Drive, Juneau, AK 99801;  
[www.thrha.org](http://www.thrha.org); for questions please call (907) 780-6868

THRHA is a drug-free workplace and selected applicants will be subject to drug testing.  
Native Preference per 24 CFR 1000. COVID-19 vaccination is required to work with THRHA.