



Nez Perce Tribal Housing Authority
P.O. Box 188
Lapwai, Idaho 83540
PH: 208-843-2229 F: 208-843-2973
nptha@nezperce.org

JOB OPENINGS
April 3, 2023

Nez Perce Tribal Housing Authority is accepting applications for

Maintenance / Construction Worker

The Nez Perce Tribal Housing Authority is accepting applications for a full-time **Maintenance/ Construction Worker** for our rental units in the Kamiah/Orofino area. Minimum four years experience in residential repair/construction, high school diploma or GED, valid driver's license and be insurable. Skilled in home repairs, construction knowledge in carpentry, plumbing, electrical, roofing, sheet rocking and painting. Legible writing, ability to document all work performed on appropriate forms, communication skills and great customer service. Excellent benefits, Tribal & Indian Preference will apply. The NPTHA reserves the right to transform this position into a training position if sufficient Indian Preference applications are not received. Submit NPTHA employment application to: Nez Perce Tribal Housing Authority, P.O. Box 188, Lapwai, ID 83540 or email. For more information, application form or job description: nptha@nezperce.org or (208) 843-2229 OPEN UNTIL FILLED (posted 10/4/22)

Finance & Operations Manager with on the job training

Nez Perce Tribal Housing Authority is accepting applications for **Finance & Operations Manager** with on the job training in lieu of the requested bookkeeping experience. Learn the aspects of federal and tribal regulations required to administer and manage the accounting and general operations for Indian Housing. Full time w/excellent benefits. College degree in accounting with at least 3 years of excellent office work history including excellent verbal and written communication skills, office management, knowledgeable in human resource & payroll mgmt, proficiency in Word, Excel and other computer software applications. Direct experience in supervising, full charge bookkeeping, managing accounting software, public/Indian housing accounting, banking, financing, audit preparation is desirable. Salary - DOQ, Indian preference will apply, OPEN UNTIL FILLED. Send resume and 3 work related references to: Executive Director, Nez Perce Tribal Housing Authority, P. O. Box 188, Lapwai, ID 83540. Or email lauriec@nezperce.org For more information please call 208 843-2229: POSTED 02/17/2023.

Housing Counselor

Nez Perce Tribal Housing Authority is accepting applications for a **Housing Counselor**. This position has many critical functions in assisting applicants and tenants seeking housing services, including application intake and processing, providing guidance and education on tenant lease compliance, money management, home maintenance and referrals for other housing services. Requirements include college degree in related field, minimum 2 years experience in administration, case management or counseling; excellent skills in math calculations, presentations, oral and written communication, customer service, file organization, computer and software programs and ability to learn and interpret federal regulations as needed. Salary – DOQ. Closing date is OPEN UNTIL FILLED. Please send NPTHA job application, and 3 work related references to: Executive Director, Nez Perce Tribal Housing Authority, P. O. Box 188, Lapwai, ID 83540. Or email nptha@nezperce.org For more information please call 208 843-2229: Posted 3/17/2023