

Training Announcement

Admissions & Occupancy Training

October 10-12, 2017

Registration and sign-in begins at: 8:30AM

Instruction begins at 9:00 AM - 4:30 PM



Overview:

Admissions & Occupancy is a three-day interactive course designed to enhance the job performance of Admissions and Occupancy staff and other tribal housing professionals working on Admissions and Occupancy issues. The course will cover Admissions and Occupancy program management with topics to include the application and selection process, eligibility for housing assistance, calculating annual income, determining monthly rental or homeownership payments, occupancy standards, collections practices and compliance, effective communication techniques with residents, lease agreement compliance, and collections. **Participants should bring with them copies of their Admissions and Occupancy policies so that they can practice applying them to case studies and role-playing exercises presented during this course.** The course will also examine how maintaining high standards in the Admissions and Occupancy program affects the overall management of tribal housing programs. Participants are also encouraged to bring calculators.

Trainer:

Cielo Gibson has been working with 1937 Act and NAHASDA for 20 years. Her work includes development of homeownership programs and policies for numerous tribes. As a professional trainer and administrator of NAHASDA programs, Ms. Gibson has extensive experience with Indian Housing throughout the United States including Alaska.

Who should attend?

Employees of Regional Housing Authorities (RHA)/Tribally Designated Housing Entities (TDHE); Board of Directors, Housing Directors and staff, Contract Administrators, Finance Directors, Project Managers, and Maintenance Directors.

Location: The Dimond Center Hotel
700 East Dimond Blvd
Anchorage, AK 99515
(907) 770-5000

GOVERNMENT RATES available for attendees of Association of Alaska Housing Authorities training

Registration:

- ▶ To register for the in-person training, please [click here](#)
- ▶ To register by phone call Cynthia Gurisko at AAHA at (907) 330-8397 or email: cgurisko@aahaak.org
- ▶ Registration for this workshop is FREE!



ASSOCIATION OF
ALASKA HOUSING AUTHORITIES

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Office of Public & Indian Housing

