

Sauk-Suiattle Indian Tribe Job Description

Job Title: Housing Program Coordinator
Department: Housing
Reports To: Housing Director
Salary: Hourly
Approved By: George Bailey, HR Director
Approved Date: November 10, 2015

SUMMARY: Under the general supervision and direction of the Housing Director must be able to work with minimal supervision. The Housing Program Coordinator provides services to applicants, tenants and homebuyers in coordination with field activities to implement Housing Department's program and projects in keeping with Federal and Tribal regulations, policies and procedures. Candidate must have experience and demonstrate their ability to function in a team-oriented environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain working knowledge of relevant HUD regulations, Sauk-Suiattle Indian Tribe Policies and applicable Tribal Ordinances.
- Establish and maintain a good working relationship with housing applicants and residents of the Housing Programs.
- Provides resources/referrals to clients to financial literacy programs, vocational assistance, homeownership assistance and home maintenance assistance programs for tribal residents.
- Prepares contract documents for execution;
- Prepares documentation for project requirements or contract request for proposals;
- Conducts periodic inventory of office supplies, equipment and other needs of the department and orders supplies as necessary;
- Performs file management and catalogue system of records, plans, and drawings for easy identification and reference by other staff in the department;
- Assigns and Tracks Work Orders for the facility Maintenance Activities;
- Explains, interprets, and applies SSIT Housing Department Policy and Procedures for the TBRA, Low Rent Mutual Help, Home Repair, Section 184 Loan Guarantee and Down Payment Assistance Programs
- Coordinates work with additional Grant Programs such as, BIA Housing Improvement Program, Indian Health Service, Scattered Sites, etc., as needed.
- Acts as a liaison while working with interested or participating landlords, rental agencies, community organizations, service agencies, and charitable groups to provide information on needed resources;
- Determines initial applicant eligibility, manages waiting lists and prepares and assists clients with annual recertification including unit inspections;
- Ensures that all necessary paperwork in files is maintained and that all required documentation is in order;
- Performs monthly billing tasks using Housing Data Systems (HDS);

- Advocates on behalf of participants in obtaining additional supportive resources;
- Must be willing to travel; Attends professional training as needed;
- Attends public meetings as needed;
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Will be supervising temporary office assistant workers assigned to the Department, as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Associates Degree or 2+ years of experience in the Housing or Social Service Field
- Safe work procedures

Computer Skills

To perform this job successfully, knowledge of HDS, Microsoft Office, and Fleet Management is preferred.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State driver's license preferred or must obtain a valid WA State Driver's license within six months. First Aid/CPR/Blood Borne Pathogens training required.

Culturally Sensitive:

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace:

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment and random drug screen.

Background Check:

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES