

# SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

**JOB TITLE:** HOUSING PROGRAM COORDINATOR  
**DEPARTMENT:** HOUSING  
**SUPERVISOR:** HOUSING DIRECTOR  
**STATUS:** NON-EXEMPT/HOURLY

## **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. There will also be work focus directed to homeless and near homeless applicants where the coordinator will be expected to work with the Health and Social Services Department to support appropriate wrap-around services for clients. It is important that this candidate have good working knowledge of tribal housing and/or community needs. A strong understanding of tribal culture is appropriate. Candidate must have experience and demonstrate their ability to function in a team-oriented environment.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- 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 Housing Department and occasionally facility maintenance Activities.
- Explains, interprets, and applies SSIT Housing Department Policy and Procedures. This will include TBRA, Low Rent Mutual Help, Home Repair, Section 184 Loan Guarantee, Down Payment Assistance Programs, and Emergency Shelter.

- Coordinates work with additional programs to include BIA Housing Improvement Program, Indian Health Service Scattered Sites, Healthy Homes, 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 Kansa Doorways.
- Advocates on behalf of housing participants/tenants to obtain additional supportive resources.
- Must be willing to travel and attend professional training and public meetings as needed.
- Will be coordinating with Housing staff as needed.
- Will communicate with the Housing Assistant for duty clarification under the direction of the Housing Director.
- Other duties as assigned.

## **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**

- Bachelor's Degree in a Housing or Social Service Field.
- Minimum of 2 years' experience in a Housing or Social Service Field.
- Knowledge and experience with Safe work procedures.

## **COMPUTER SKILLS**

To perform this job successfully, knowledge of Kansa Doorways, and Microsoft Office Suite.

## **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**

Current WA State Driver's License  
 First Aid/CPR/Blood Borne Pathogens certification  
 NAHASDA Essentials certification  
 Admissions & Occupancy certification

## **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 screens.

**BACKGROUND CHECK**

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

**NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.**

*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.*