

Chilkoot Indian Association

Position Title: Housing Coordinator
Department: Housing
Reports to: Tribal Administrator

FLSA Status: Non-Exempt
Class: Indefinite

General Summary: The Housing Coordinator (HC) is responsible for all clerical duties within the housing department. The HC is also responsible for the maintenance of the eligibility files including intake of new applicants for service as well as completing all environmental documents for housing activities. The HC administers funding and contracts for studies, planning, and capital improvement projects to address housing issues, and tracks performance of objectives within the department. HC is responsible for the day to day operations of our low-income rental housing units.

Essential Job Function

1. With the Tribal Administrator, develop a department work plan and budget to be incorporated into the annual operating plan that supports the strategic plan for the Tribe.
2. Greet new applicants for housing programs and assist them with completing the required documentation and finding the programs that best fit their needs.
3. Compile and verify applications are complete and forward applications to the housing committee.
4. Compile, verify, and file all job costing materials to be used to accurately depict the costs associated with a specific applicant service.
5. Maintain, organize, and update all files for eligibility, environmental reviews, procurement, housing grant awards, correspondence with grantor agencies, and other department documentation.
6. Prepare all environmental documents for all HUD grants and other housing activities and forward these to the housing committee for signatures. Approved documents are then submitted to HUD or other grantor agencies.
7. Maintain proficiency, including licenses and certificates, in environmental reviews of HUD grants, NAHASDA regulations, reporting, and activities, and IRR regulations.
8. Administer the grants and contracts for studies, programs, and activities pertaining to the department including, but not limited to, planning of new housing unites, rehabilitation of housing unites, creation of rental units, enhancements to community facilitates, construction of new roads, repair of existing roads, expansion of water and sewer lines, and other infrastructure improvements.
9. Research internal and external sources for data to be included in planning documents, grant reports, policies and procedures manuals, and other internal documents.
10. Manage the written documentation and physical inventory for the housing department.
11. Performs other duties as assign by the Tribal Administrator.

General Knowledge, Skills, and Abilities:

1. Law and Government – Knowledge of Federal, state and local laws, Federal regulations, executive orders, agency rules, and operations of the federal government.
2. Clerical – Knowledge of administrative and clerical procedures and systems.
3. Customer and Personal Service – Able to provide exceptional customer and personal service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Active Listening – Able to give full attention to what other people are saying, taking time to understand points being made, asking questions as appropriate, and not interrupting at inappropriate times.
5. Written Expression – Ability to communicate information and ideas in writing so others will understand.
6. Oral Expression – Able to communicate information and ideas verbally so others will understand.
7. Organization – Ability to maintain organization of documents in a consistent manner as well as organizing meetings between varied attendees.
8. Computer systems – Ability to utilize computer programs such as Word, Excel, Access, e-mail and internet quickly and efficiently.

Functional Area Knowledge, Skills, and Abilities:

1. Construction Industry – Working knowledge of business practices in residential construction and road construction.
2. Government Program Regulations – Ability to read and comprehend Federal regulations, and State statutes as they pertain to expenditure and eligible activities of grant funds. This includes the ability to create environmental review documentation in accordance to the applicable regulations.

Education and Experience: Bachelor's degree or three to five years of progressively increasing responsibility in housing, community development, land use planning, real estate, or related activities. Native Preference shall apply to this position.

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24	25-49	50-74	75-100
Seeing: Read computer screen and various reports				X
Hearing: Must hear well enough to communicate with employees and others				X
Standing/Walking	X			
Climbing/Stooping/Kneeling	X			
Lifting/Pulling/Pushing	X			
Fingering/Grasping/Feeling: must be able to write, type, and use phone system				X

Differently abled candidates may receive reasonable accommodations.

Working Conditions: Office setting without disagreeable conditions.

Updated: July 1, 2009
By: Human Resources

Approved: July 1, 2009
By: Tribal Administrator

TA Signature: _____

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.