



Cow Creek Government Office

Position Description

Position Title: Housing Programs Coordinator

Department: Housing

Reports To: Housing Director

FLSA Designation: Non-Exempt

Date Written/Revised: 01/10/2019

POSITION PURPOSE:

The Housing Programs Coordinator has the responsibility to assist with the operation and administering of all Tribal Housing Programs. The Programs Coordinator will assist the Housing Director with application intake, compliance, filing and monitoring processes as appropriate. The Programs Coordinator will also be responsible for reviewing and editing program policies for final approval by Housing Director.

ESSENTIAL FUNCTIONS:

- Distribute applications and answer related questions to prospective applicants.
- Process all Housing applications and assist with pre-screening to determine program eligibility and compliance. Forward to Housing Director for final approval.
- Maintain participant and program records and waiting lists, including file maintenance and data entry.
- Prepare and track correspondence to applicants, participants, businesses, lending institutions, and others.
- Track application progress and outstanding tenant issues. Coordinate with Housing Director to follow up on and finalize open items.
- Work with participants in all Housing Programs to ensure that they are successful in carrying out their responsibilities to the Housing Program.
- Edit and publish monthly Housing newsletters with notifications to tenants.
- Review current policies and make edits and suggestions on better processes to be approved by Housing Director and Housing Review Board.
- Assist Housing Director to ensure all Housing Billing is entered in a timely manner.
- Follow up on and resolve findings from annual NAHASDA self-monitoring performed by the GL Accountant
- Assist Housing Director with Annual Performance Report and Indian Housing Plan each year to ensure the goals of the Housing Program are being carried out efficiently.
- Assist Housing Director with tracking of expenses for Housing Programs to ensure budgets are being met
- Assist in calculating and re-calculating family income and determine rent amounts
- Schedule new participant orientation upon availability of units

QUALIFICATIONS:

- Associates Degree from an accredited college or university required.
- 2 years' experience in a field related to public or Indian Housing.
- HUD housing experience preferred, not required.
- Possess excellent communication skills, including verbal and written.
- Ability to maintain confidentiality at all times.
- Must demonstrate good organizational, math and writing skills.
- Must have working knowledge of Microsoft Office products.
- Current valid Oregon Drivers' License required.