



Cow Creek Government Office

Position Description

Position Title: Housing Program Manager

Department: Housing

Reports To: Housing Director

FLSA Designation: Non-Exempt

POSITION PURPOSE:

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

ESSENTIAL FUNCTIONS:

- Process all Housing applications to determine program eligibility and compliance. Forward to Housing Director for final approval.
- Monitor 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.
- Assist in testing vacant units for illegal drug use prior to any maintenance work on the rental
- 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
- Assist Housing Director with scheduling and conducting monthly, quarterly, and yearly inspections and recertification for program applicants and participants.
- Assist Construction Foreman with procurement and bidding processes.
- Coordinate, schedule and monitor maintenance requests including material and supply purchasing.
- Identify issues and make recommendations to the Housing Director.

QUALIFICATIONS:

- Must have High School Diploma or GED
- HUD housing experience preferred, not required
- Must possess excellent communication skills, including verbal and written
- Must have the ability to maintain confidentiality at all times
- Must demonstrate good organizational, math and writing skills
- Must have working knowledge of Microsoft Office products.