



## Cow Creek Government Office

### Wili' Housing Coordinator

Job Code: 1510  
Department: Housing  
Location: Housing Manager  
Minimum Hourly: \$22.22  
Mid-Range Hourly: \$24.99

#### POSITION PURPOSE:

The Wili' Housing Coordinator has the responsibility to assist with the operation and administering of all Tribal Housing Programs.

#### 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 Manager 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.
- Work with participants in all Housing Programs to ensure that they are successful in carrying out their responsibilities to the Housing Program.
- Prepare weekly summary reports for the Housing Director regarding referrals, tenant issues and program participation.
- Internal collaboration with other Tribal programs as needed.
- Provide detailed program information and assist program participants with applications and referrals to other resources.
- Ensure all communications and determinations are compliant with the CCTHP regulations.
- Work with vendors, landlords, and other community agencies to help tenants and Tribal members navigate external housing opportunities.
- Assist Housing Manager to ensure all Housing Billing is entered in a timely manner.
- Assist with scheduling and documentation collection for monthly, quarterly, and yearly inspections and recertification's for program applicants and participants.
- 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.
- 1 year experience providing direct support to vulnerable populations including those experiencing homelessness, mental health and substance abuse issues.
- 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 always maintain confidentiality.
- Must demonstrate good organizational, math and writing skills.
- Must be able to do basic math and work with spreadsheets.
- Must have working knowledge of Microsoft Office products.
- Current valid Oregon Drivers' License required.