



## Cow Creek Government Office

### Position Description

**Position Title:** Wili' Housing Coordinator

**Department:** Housing

**Reports To:** Housing Manager

**FLSA Designation:** Non-Exempt

#### **POSITION PURPOSE:**

The Wili' Housing Coordinator has the responsibility to assist with the operation and administering of all Tribal Housing Programs. The Programs Coordinator will assist the Housing Manager 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 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.
- Track application progress and outstanding tenant issues. Coordinate with Housing Manager 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.
- 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 maintain confidentiality at all times.
- 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.