



COLVILLE INDIAN HOUSING AUTHORITY

P.O. BOX 528
Nespelem, WA 99155
509.634.2160 (f) 509.634.2335
Washington Relay No. for Hearing Impaired 1.800.833.6388

JOB ANNOUNCEMENT

POSITION: Housing Services Officer

SALARY: Minimum Salary \$17.00 - \$21.00 per hour (Depending on Experience)

REPORTS TO: Resident Services Manager

SUPERVISES: None

BASIC FUNCTIONS: Responsible for Management and Promotion of the Down Payment Assistance Program, which includes: reviewing and processing applications and determining eligibility, coordinating service delivery with Tribal Credit and other financial institutions for grants. Assists clients/tenants with their financial situations. Serves as a Financial Counseling resource to tenants and public. The Housing Services Officer will also assist other CIHA departments with budget counseling for tenants and homebuyers. The Housing Services Officer assembles the intake file for the Elder Minor Home Repair Program and coordinates with the Special Projects Coordinator for contractor and construction completion. Also, performs other duties and projects as assigned.

MINIMUM QUALIFICATIONS: Bachelor's degree in Business, Finance or related field from an accredited college or University plus a minimum of two years working experience in finance or related field. Will also consider a Bachelor's Degree in another area plus a minimum of three years working experience in finance or related field; OR Associates degree in Business, Finance or related field from an accredited college or University plus a minimum of four years working experience in finance or closely related field.

SPECIAL REQUIREMENTS: Must possess a valid Washington State Driver's License and must be eligible for vehicle insurance. Must be able to drive in adverse weather conditions. Must be able to lift up to 25 lbs., sit and/or stand for long periods at a time. Must successfully clear an extensive Criminal Background Inquiry and pre-employment drug screen.

CLOSING DATE: Open until filled – First review April 15, 2015

Applications and supporting documentation **MUST** be received by Wednesday, April 15, 2015 by 4:00 pm.

INFORMATON: Colville Indian Housing Authority
Attention: Tauni Marchand
P.O. Box 528
Nespelem, WA 99155
(509) 634-2160
tauni.marchand@colvilletribes.com

For a copy of the full job description and application please visit: <http://www.colvilletribes.com/ciha.php> and click "Employment Opportunities".

Indian Preference will apply; preference will also be given to honorable discharged veterans who are minimally qualified.

Advertised 04/01/2015



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JOB DESCRIPTION

POSITION: Housing Services Officer

PURPOSE OF POSITION: Responsible for Down Payment Assistance Program Management and promotion, case management for the Elder Minor Home Repair Program for eligibility, file requirements and program promotion. Provides financial counseling to public and tenants of CIHA.

REPORTS TO: Resident Services Manager

SUPERVISES: None

STATUS: Non-exempt

PAY RANGE: \$17.00 - \$21.00 (Depending on Experience)

DUTIES AND RESPONSIBILITIES:

The Housing Services Officer is responsible for the Down Payment Assistance Program management and promotion. This includes reviewing and processing applications and determining eligibility, coordinating service delivery with Tribal Credit and other financial institutions for grants. Assists clients/tenants with their financial situations. Serves as a Financial Counseling resource to tenants and public. The Housing Services Officer will also assist other CIHA departments with budget counseling for tenants and homebuyers.

The Housing Services Officer assembles the intake file for the Elder Minor Home Repair Program and coordinates with the Special Projects Coordinator for contractor and construction completion. Also performs other duties as assigned. Specific duties include, but are not limited to:

- Provides financial counseling to public and CIHA tenants. May provide financial counseling to employees (i.e. for multiple early check draw requests).
- Coordinate and teach financial literacy classes; both in an individual and in a classroom setting.
- Oversight of Down Payment Assistance Program with grant recommendations.
- Develop program for credit checks to use with credit counseling.
- Develop and implement filing system for loan files and credit counseling files.
- Ensure all case management documentation is properly completed and on file.
- Promote and refer to resources regarding Section 184 HUD Loan Guarantee Program.
- Document all program information in CIHA data management systems for tracking and statistical purposes.
- Collaborates service delivery with Colville Tribal Credit and other lending institutions.
- Research and submit required reports as designed by the Resident Services Manager.
- Develop and maintain a close working relationship with Colville Tribal Credit.

SUPERVISORY RELATIONSHIPS:

The Housing Services Officer reports to and receives general direction from the Resident Services Manager. This position requires regular exercise of independent judgment. The Housing Services Officer will show initiative in carrying out assigned duties and responsibilities in a professional and businesslike manner, consistent with CIHA policies and Federal program requirements. Supervision is not a normal function of this position.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in Business, Finance or related field from an accredited college or University plus a minimum of two years working experience in finance or related field. Will also consider a Bachelor’s Degree in another area plus a minimum of three years working experience in finance or related field; OR Associates degree in Business, Finance or related field from an accredited college or University plus a minimum of four years working experience in finance or closely related field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in problem solving, networking, documentation, motivation, communication, leadership and thoroughness.
- Proficiency in financial analysis, including debt to income ratios, and other mathematical calculations used to determine and meet program eligibility requirements.
- Must be able to monitor program expenditures and fiscal responsibilities.
- Demonstrated ability to be flexible and tackle multiple assignments.
- Knowledge of personal computers and ability to learn multiple data management systems for tracking.
- Knowledge of MS Word, MS Excel, and Outlook on personal computers.
- Demonstrated ability to maintain the highest degree of confidentiality, accuracy, and effective working relationships in all functions performed.
- Ability to meet and deal effectively with clients, co-workers, and the general public.
- Knowledge of program operations, general public, and resources available to Native Communities.

SPECIAL REQUIREMENTS:

Must possess a valid Washington State Driver’s license and must be eligible for vehicle insurance.

Must be able to drive in adverse weather conditions.

Must be able to lift up to 25 lbs., sit and/or stand for long periods at a time.

Must successfully clear an extensive criminal background inquiry and pre-employment drug screen.

Employee Signature: _____

Dated: _____

Resident Services Manager: _____

Dated: _____