



## **JOB DESCRIPTION**

<b>Tribal Home Ownership and Rehabilitation Coordinator</b>
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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	<b>No</b>
Do the duties and responsibilities of this position involve regular contact with, or control over Indian Children?	<b>No</b>

**JOB SUMMARY:**

Addresses all administrative responsibilities regarding current and future Tribal member homeownership and rehabilitation. Position will consult with community members, professional staff, funding agencies, and policy makers to craft a development/rehabilitation plan to improve and increase housing stock on the Tribe's available land. The Tribal Homeownership & Rehabilitation Coordinator will work under the supervision and direction of the Talawhalt Committee, under the authority of the Swinomish Senate.

This position is intended to create a new department and will initially require development of policies and procedures for review by the Talawhalt Committee.

Coordinator will act as a liaison for Tribal homebuyers seeking resources and assistance with homeownership and rehabilitation, by coordinating with numerous tribal departments including Planning, Swinomish Utility Authority and Swinomish Housing Authority, as well as federal agencies, such as HUD and BIA, and private entities, such as outside mortgage lenders and outside construction or design firms. The position will also facilitate the Talawhalt Committee meetings and provide reports to Tribal entities as necessary.

**REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or has logical assignment to the position.

- Provide a “first step” intake process for prospective Tribal homebuyers or existing homeowners in order to match Tribal member needs with resources available from Tribal, federal, or private entities.
- Offer information and referral services and advocacy as appropriate. Maintain database of service providers for referral, such as contractors, engineers, or architectural firms.
- Ensure that all client files and homeownership or rehabilitation applications meet identified eligibility and requirements, and review with Talawhalt Committee for approvals as necessary.
- Provide case management and follow-up services to people who receive Tallawhalt assistance, including, but not limited to, facilitation of homeownership education and implementation of a suitable mortgage software billing program.
- Assist with housing inspections for rehabilitation and new home construction. Coordinate with entities to support, enhance and promote communication and consistency in the delivery of services.
- Work with the Office of the Tribal Attorney to conduct any foreclosures or other court proceedings and legal review as necessary.
- Attend all required meetings: staff, supervisory, training, contractual, or otherwise.
- Other reasonable responsibilities as assigned by the Tallawhalt Committee.

**MINIMUM EDUCATION, EXPERIENCE, AND TRAINING:**

In order to be considered for the position, applicants must demonstrate that they meet the minimum requirements for the position, as described below. In order to be considered “highly qualified” for purposes of selection and salary setting, applicants must also satisfy the Desired Qualifications criteria.

- Bachelor’s degree following a 4-year course of study in at least one of the following fields: accounting, business, finance, law, contracts, purchasing, economics, marketing, quantitative methods, or organization and management. Experience may substitute for education, where two years of relevant experience may substitute for one qualifying year of education.
- Some experience with, or exposure to, grant facilitation and both pre-award and post-award procurement functions, particularly for coordination of bid proposals.
- Experience working with Native American or Alaska Native individuals and families in a close-knit tribal community.

- Some existing knowledge of Tribal housing resources, such as tribal mortgage lending, Section 184 loans, NAHASDA, USDA housing assistance grants, or other Tribal, federal, or private housing resources.
- Some existing knowledge of construction management, specifically residential construction or rehabilitation processes and infrastructure development.
- Ability to work effectively with clients, staff and other housing resources.
- Understanding of poverty and its impact on individuals and families.
- Ability to travel occasionally for training and conferences.
- Excellent written and verbal communication skills.
- Highly organized with ability to work independently and complete assignments in a timely manner.
- Excellent computer skills including proficiency with Microsoft Office applications and databases.
- Ability to maintain confidential and sensitive information.
- Current and valid Washington State Driver's License.
- Ability to pass a pre-employment drug screen and background check.

**DESIRED QUALIFICATIONS:**

- Advanced degree in relevant course of study, such as a financial, business, or legal field.
- Previous job experience with mortgage lending and homebuying processes, particularly amortization software and the HUD Section 184 loan program.
- Experience with construction contract solicitation, negotiation, source selection, post-award administration (including change orders and modifications), contract claims or requests for equitable adjustment, and contract close-out procedures.
- Extensive knowledge of Tribal and/or federal procurement policies.

**Location:** Tribal offices are located in the Swinomish Village on the beautiful Swinomish Indian Reservation at the southeastern end of Fidalgo Island in rural Skagit County, Washington, across the Swinomish Channel from La Conner, WA. The Tribal

offices are located 90 minutes north of Seattle, and 90 minutes south of Vancouver, Canada.

**Hours:** This is a full-time position with weekly schedule to be determined depending on need.

**Salary:** Negotiable depending upon experience. Generous leave benefits. Full time compensation includes a medical, dental & vision health plan, 401(k) plan, and other fringe benefits. Native American hiring preference will be in effect during the selection of candidates.

**Application:** Applications will be received until position is filled. The Tribe would like to hire for this position as soon as possible. Please submit the following to the address below:

- Swinomish employment application (available at <http://www.swinomish.org> or via email)
- Cover letter expressing the reasons for interest in the position and salary requirements
- Current resume
- At least three professional references

Personnel Office  
Swinomish Indian Tribal Community  
11404 Moorage Way  
La Conner, WA 98257

E-mail: [aiedwards@swinomish.nsn.us](mailto:aiedwards@swinomish.nsn.us)  
Tel: (360) 466-1216 or (360) 466-7353  
Fax: (360) 466-1348

*All offers of employment are contingent on the successful completion of a drug and alcohol screening (per job description) and criminal background investigation.*