



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11404 Moorage Way  
La Conner, WA 98257  
Phone (360)466-7353 | Fax (360)466-1348

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

## JOB DESCRIPTION

**Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.**

**Job Title:** Housing Specialist

**Department:** Planning & Community Development, Housing Division

**Salary:** \$23.38/hour

### **POSITION SUMMARY**

The Housing Specialist is responsible for overseeing the case management components of the Housing Division, in addition to providing intensive case management services to individuals and families in our program. Overseeing case management plans; partners and works collaboratively with community resources for housing, employment, training and makes referrals as appropriate.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for oversight and support of housing case management.
- Conducts intake, application support, and general housing navigation for members and tribal households.
- Coordinates with rental agencies, landlords, and lenders as required for housing programs.
- Oversees the implementation of rental and mortgage assistance programs.
- Ensures program effectiveness by working with existing Tribal resources including family and social services, to meet client needs in a holistic manner.
- Ensure necessary follow-up, referrals and documentation are completed in a timely manner.
- Responsible for tracking, reporting and communicating program effectiveness by documenting clear and reliable program reports, outcomes success stories and statistics.
- Contribute to strategy development and strive to improve department functions and performance.
- Ensure compliance with all funding streams.
- In conjunction with Housing Development Manager, develop a Life Skills Education program that includes but is not limited to financial management, home maintenance, credit repair, eviction prevention strategies, etc.

- Responsible for upholding a culture of privacy and security in highly confidential work environment.
- Complies with all Tribal policies and procedures that involve access to and safeguarding of client protected information.
- Prepares Monthly reports for the Housing Development Manager, if applicable.
- Attends local, regional and national meetings and training workshops related to housing and financial programs and services.
- Maintains a clean and professional work environment.
- Complies with all tribal policies and procedures that involve access to and safeguarding of client protected health information
- Adheres to all personnel and financial policies and procedures, and works cooperatively with Talawhalt Committee, Swinomish Housing Authority, and employees.
- Other duties as assigned.

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree in a related field (BA can be replaced with four years of experience in direct social service or equivalent years of experience plus a minimum of two years working in housing with individuals and families and GED/ HS Diploma).
- Two years or more of case management experience, including low-income clients.
- Working knowledge of HUD regulations.
- Knowledge of resources for families to including but not limited to mental health, substance abuse and housing.
- Must have demonstrable experience communicating effectively, both orally and in writing, with funding agencies, attorney, contractors, Senate and staff, and Swinomish community members.
- Must have a valid Washington State driver's license.

### **WORK ENVIRONMENT AND TIME COMMITMENT**

- Work Schedule is 40 hours per week.
- Tasks are performed mostly indoors in an office environment.
- Considerable time may be spent at a computer work station in the performance of administrative tasks.
- Work may be performed under highly stressful conditions, and may involve extended periods of sitting standing or walking.

Confidentiality: This position develops, maintains, and is responsible for safeguarding the computer/electronic and hardcopy file folders containing sensitive and proprietary information about the Tribe and its members. The incumbent must maintain confidentiality of all work and files pertaining to enrollment, clients, survey results, and all other material that may identify individuals by name (either directly or by reference), as set forth in the Personnel Manual. Any violation in this matter may result in immediate termination of employment.

### **EMPLOYMENT CONDITIONS:**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Human Resources Generalist is considered to be an Exempt "standard Hours" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a

successful applicant must also meet minimum standards of character based on a criminal background check.

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_