



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 666-3321

POSITION DESCRIPTION – HOUSING COUNSELOR

Reports To: Housing Director

Department: Administration

Status: Non-Exempt

Salary Range: DOE

Summary & Scope of Position:

The Housing Counselor will report directly to the Housing Director and be responsible for working directly with and assisting Tribal members to learn and acquire skills necessary to achieve homeownership.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Represents the Housing Department regarding homeownership activities prioritized for tribal members who are learning the process to accomplish homeownership;
- Completion of reports, such as monthly reports to the Tribal Council, Tribal Members, Tribal Administrator, and/or other agencies and organizations as required;
- Develop and provide feasibility analysis on cost for acquisition and/or design of affordable housing projects to accomplish homeownership for tribal members;
- Develops strategies and goals consistent with the Tribe's mission for quality, affordable housing and administration of all program's;
- Attends and participates in professional group meetings; keeps abreast of new trends and innovations in the field of housing assistance programs, continuing changes in detailed HUD policies and procedures relating to Housing programs and local sector housing market conditions as needed for improved services to Tribal members;
- Develops and maintains relationships with a variety of officials, agencies and organizations;
- Assists with policy development relating to new construction and rehabilitation including but not limited to eligibility of unit, eligibility of family, suitability of site;
- Assure compliance with all applicable procurement requirements;
- Conducts inspections of current Housing units and works with Tribal Members who may be in need of assistance with past due rents, tenant related issues, and other matters concerning the rental properties;
- Assists with and recommends site infrastructure to assure quality control during proposed construction and estimates of costs for rehabilitation, prepare final inspection reports as required;
- Assists with, reviews, and may approve requests as directed by Housing Director for payment from contractors, suppliers, vendors, in route to Fiscal department as appropriate;
- Within the scope of the general activities not specifically described above, performs other duties assigned by Housing Director and/or Tribal Administrator;
- Participates in opportunities for staff career development in areas of housing, development and program services;

- Schedules regular and quarterly tenant trainings for a variety of topics including housekeeping, financial management, preparation for homeownership, credit worthiness, etc. relevant to opportunities for homeownership;
- Researches, reviews, and proposes programs available through grants, loans, and other funding mechanisms to the Housing Director as needed;
- Other duties as assigned by immediate supervisor.

KNOWLEDGE AND ABILITIES

- Knowledge of US Department of Housing Urban Development and Native American Indian Housing and Self Determination Act as they relate to Indian Housing and affordable housing projects for purchase, development and construction;
- Knowledge of applicable section of current Code of Federal Regulations, operating handbooks and revisions thereto and building codes and standards for funding agencies and/or organizations;
- Ability to plan, develop, and coordinate activities related to housing program activities;
- Ability to write clearly and speak effectively to residents, applicants, clients and/or groups;
- Knowledge of fundamentals of eligibility determination and uniform physical condition standards;
- Knowledge of principles of budget preparation and control;
- Knowledge of pertinent federal, state and local laws, codes and regulations;
- Ability to travel and act as a representative as designated by immediate supervisor with HUD, Federal and state offices; to effectively communicate and liaison in person with tribal residents and representatives, government, and the public; and to correspond effectively to maintain good working relationships with HUD, contractors, federal, state, local and tribal governments, and the public;
- Specific experience in accessing funding opportunities for the advancement of programs, including direct involvement in writing grant applications and grant management;
- Familiarity with Tribal government, customs, and practices, or comparable experiences;

EDUCATION AND EXPERIENCE

- High School diploma and/or GED required;
- Bachelor's degree in administration, management, housing, or similar area of study is preferred;
- Minimum of two (2) years of progressively responsible Indian housing or community development experience with a Tribe, Public, or private agency which preferably may include construction experience;
- Any additional years of relevant administrative or management position experience;
- Must have Indian Housing counseling and/or knowledge and experience;
- Willingness to attend training seminars/workshops to expand working knowledge of Indian housing programs and housing counseling;
- Ability to travel and meet Tribal vehicle insurance requirements including possession of a valid Driver's License;
- Hiring is subject to Section 7(b) of the Indian Self Determination and Education Assistance Act (25 U.S.C. 450e(b));
- Must manage time well and work under stressful conditions with an even temperament including with tribal members on daily basis;
- Must successfully pass background check and drug test;

Waiver of Education or Experience Requirements

Picayune Rancheria of the Chukchansi Indians may waive the education and/or experience requirements based on an evaluation of the experience or demonstrated competence of the proposed applicants.

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job.

Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

PRCI Tribal Reference

IN ACCORDANCE WITH TITLE VII 1964 INDIAN CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED AMERICAN INDIAN/ALASKA NATIVE CANDIDATES.

(Approval Signature)

(Date)

(Employee Signature)

(Date)