



Manchester Point Arena Band of Pomo Indians

JOB ANNOUNCEMENT

Position: Housing Coordinator
Location: Hybrid, a minimum of one (1) day a week at the Tribal Office is required.
Supervisor: Tribal Office Manager
Compensation: \$25.00 - \$30.00/Hour based on experience
Classification: Full time

Position Summary

The Housing Coordinator is an exempt position that provides care coordination case management services to adults and/or youth who need housing resources. This position has regular business hours but often requires work in early mornings, evenings, and weekends. May be required to perform after-hours standby services as needed or some evening work, especially during the winter shelter season. The Housing Coordinator performs various duties to support the successful completion of grant-funded projects and programs. The incumbent may provide training and maintain a caseload of program participants. The Housing Coordinator may perform various duties associated with first-time homebuyer programs, rental assistance projects, and other programs or projects of the tribe.

Job Duties and Responsibilities

The following duties and responsibilities are considered essential for this position:

- Maintain a caseload
- Interview clients, identify needs, aid with immediate needs, and develop an initial plan
- Assist tribal members and low-income families in accessing affordable housing opportunities, housing resources, and additional supportive services in the community
- Monitor the provision and quality of services provided to the client / family
- Facilitate home repair projects by managing waiting lists, determining eligibility, and preparing applicants for project participation
- Handle walk-ins, phone calls, and email inquiries about various housing issues
- Perform necessary follow-up services and work to ensure the clients' questions are answered
- Complete all the necessary paperwork, maintain accurate up-to-date files, and submit reports on a timely basis
- Collaborate with other system partners to help empower the client toward self-sufficiency and independence
- Dress in a respectful manner and always maintain a respectful demeanor and presentation
- Provide written and verbal information related to the client's behavioral and mental health based on assessment and contact
- Provide a comprehensive plan with strategies to offer the client proper assistance
- Work with the finance department to ensure grant obligations are met
- Assist in the development and expansion of the Housing programs as directed
- Attend all required meetings and trainings, including meeting with leadership, clinical, and consultation teams for discussion and clarification on various issues as necessary
- Perform other duties as assigned by tribal leadership

Qualifications

- At least three year of relevant experience with a demonstrated track record in a similar area
- Honesty, accountability, and transparency with a commitment to social justice
- Exemplary interpersonal skills: ability to collaborate effectively with culturally diverse staff with demonstrated poise, tact, integrity, and professionalism
- Excellent crisis de-escalation and communication skills are required
- Demonstrated intellectual independence, initiative, and willingness to learn new skills
- Ability to maintain a high degree of confidentiality concerning all matters about the Tribe
- Extensive knowledge and experience working with Native American communities, culture, customs, and cultural law
- High School Diploma or GED required; some college coursework preferred
- Possess a valid California Class C Driver's License
- Minimum one (3) years' experience in a professional office setting is preferred
- Proficiency in Microsoft Office Suite
- Must be detail oriented
- Proven ability to multi-task and meet tight deadlines
- Fast learner and self-starter
- Ability to interact with people from varied backgrounds
- Ability to apply common sense understanding during normal and stressful conditions
- Ability to read/understand Federal grant, State grant, and contractual regulation preferred
- Ability to establish and maintain effective working relationships with Council members, colleagues, vendors, partners, and the general membership

Physical, Environmental, and Intellectual Requirements

- Must be able to sit for extended periods of time
- Must be able to work at a fast pace in stressful situations
- Must be able to read, write, speak, and understand English
- Must possess oral and written communication skills to effectively communicate with all levels of Tribal members, staff, and business partners
- Must have manual dexterity to operate a computer and other necessary office equipment
- Must be responsible and honest, reporting all known violations of policies and procedures
- Must display respect and understand the Tribe's culture and traditions
- Must demonstrate cultural competency, awareness, and sensitivity
- Must be self-motivated and able to handle multiple priorities simultaneously
- Must demonstrate a high level of integrity, honesty, and trustworthiness
- Must maintain a professional presentation
- Must pass a pre-employment drug test

**IN THE EVENT OF EQUALLY QUALIFIED APPLICANTS,
INDIAN PREFERENCE WILL BE APPLIED**

**Please submit your resume to:
Tisha Jones, tisha.jones@mpapomotribe.org**