



## **HOH INDIAN TRIBE**

P.O. Box 2196 • FORKS, WASHINGTON 98331  
TELEPHONE (360) 374-6582 • FAX (360) 374-5426

# Position Description

<b>Job Title</b>	Housing Director
<b>Department</b>	Housing
<b>Reports To</b>	Executive Director
<b>Status</b>	Permanent / Full Time
<b>Salary Range</b>	D.O.E.
<b>Location</b>	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

### **Summary**

The Housing Director is responsible for the administration, management and delivery of all public social housing programs, services and properties within the Hoh Tribe Reservation under the terms and conditions of the Hoh Tribe Housing Policy, to ensure project goals and objectives are met within the prescribed time frames and funding parameters. This position requires an awareness and deep appreciation of tribal traditions, customs and socio-economic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and sound judgment in handling sensitive issues.

**Duties and Responsibilities** The duties of this position include, but are not limited to:

- Initiates and develops contacts with funding sources, supervises the preparation of funding proposals, negotiates contracts and awards.
- Forecasts, plans, administers, and monitors the progress of the Indian Housing Block Grant
- Directs and coordinates all Housing Department, designs and implements new programs, monitors all programs for compliance and conformance to contract requirements and budgetary constraints.
- Interprets legislation and regulations, drafts resolutions and advises the Hoh Tribal Business Committee regarding pending actions.
- Coordinates accounting and financial affairs; develops and administers budgets; approves all Department purchases and vouchers for payment.
- Provides training to supervisors and staff, Performs employee evaluations.
- Serves on community boards as required

- Works both in an office environment and in the field as required and must be willing and have the capability to travel to various conferences and workshops.
- Plans, organize and develops public meetings to communicate the development of housing programs within the Tribal community
- Develops programs to provide financial assistance to eligible Tribal Members with housing issues or other issues that may assist the Member in obtaining permanent housing
- Provide program services for Tribal Members including household budgeting and preparation and implementation of routine housing maintenance
- In cooperation with the Hoh Tribal Business Committee and the Housing Commission, the Director will fulfill the long-term housing strategy and land use plans, and develop site selection criteria for all housing requirements.

## **Skills and Specifications**

- Extensive working knowledge of HVAC, plumbing, electrical, mechanical and carpentry aspects of the job. Civil engineering knowledge helpful.
- Must pass Washington State Patrol background check
- Ability to work with minimum supervision
- Ability to supervise and train others
- Working knowledge of Microsoft Office Suite
- Must comply with requirements of the Drug-Free Workplace Act
- Strong working knowledge of OMB Circulars, HUD and TDHE programs and Indirect Cost principles
- Analytical skills, Critical skills
- Fundamental accounting and financial management skills
- Ability to manage government grants and contracts
- Ability to negotiate and manage vendor and construction contracts
- Understanding of relevant legislation, policies and procedures
- Understanding of the roles and responsibilities of boards
- Strategic and logistical planning skills
- Effective written and oral communications and math skills
- Time management skills
- Ability to display and enforce professional standards of conduct
- Ability to work weekends, evenings and extra hours as required to meet temporary demands
- Must adhere to the personnel policies and drug and alcohol polices.
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check

## **Education and Qualifications**

- High School graduate, AA or better preferred in Social Sciences
- Minimum three (3) years' experience as a Housing Director or Assistant
- Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job
- Must be a non-felon and bondable
- Reliable transportation; must have or obtain a Washington State Driver's License

- *TO APPLY: Download the Hoh Tribe Employment Application at [www.hohtribe-nsn.org](http://www.hohtribe-nsn.org). Submit a **complete application** along with a **cover letter** and **resume** containing three professional work references. If claiming Tribal hiring preference, please include this in your cover letter along with the tribal affiliation. Complete applications may be submitted electronically to [hr@hohtribe-nsn.org](mailto:hr@hohtribe-nsn.org) or via fax to 360-374-5426. Application materials may also be mailed to the following address:*

*Hoh Indian Tribe*

*ATT: Human Resources*

*P.O. Box 2196*

*Forks, WA 98331.*

*All application materials must be complete and be received on or before 4:00 p.m. of the closing date noted on the posting to receive consideration. For more information, please contact the Human Resources (360) 374-6582.*

*Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons must submit complete applications to be considered for employment. All applicants are subject to employment drug and alcohol testing and a criminal background check. Some positions are subject to a review of the driver's license abstract.*