



# NOTICE OF EMPLOYMENT OPPORTUNITY

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**POSITION TITLE:** Housing Application Processor, Little Shell Tribal Housing Department

**CLASSIFICATION:** Full-time, Exempt, Salaried; This position is a **modified position**, an employee in a modified position is eligible for permanent status; however, modified positions will only last as long as the funding for the position is available.

**LAST CLASSIFICATION DATE:** January 03, 2022

**CLOSES:** January 10, 2022 or until filled

**SALARY:** Based on Experience

## **I. General Description of Work**

This position will work closely with the Little Shell Housing Director (“Housing Director”) to carry out all the daily activities of the Little Shell Tribal Housing Department’s (“Housing Department) programs. The Application Processor will assist and communicate with all Housing Department applicants and participants. This position will also review and evaluate Housing Department applicant information and data in accordance to program requirements. The Application Processor will be responsible for performing a wide variety of technical and clerical/administrative work under tribal, federal and any other applicable laws, rules, polices, and procedures.

The following information is not intended to be an all-inclusive or restrictive list of qualifications or job expectations.

- Assists the Housing Director and Program Specialist with the implementation and execution of all Housing Department programs including, but not limited to, the rental assistance program, mortgage assistance program, and other housing programming as needed.
- Establishes and maintains effective professional working relationships with Housing Department applicants, participants, vendors, the Little Shell Tribal Council, Little Shell tribal staff, and the general public.
- Assists Housing Department applicants and participants in the completion of Housing Department forms and applications.

- Must understand and be able to effectively explain all Housing Department program policies and requirements including the Native American Housing Assistance and Self-Determination Act of 1996 (“NAHASDA”).
- Evaluates, verifies, and calculates information on housing program applications.
- Explains to Housing Department participants their responsibilities and obligations in order to maintain assistance.
- Maintains proper filing of all participant files, correspondence, reports and all documents associated with Housing Department programs.
- Assists the Housing Director with the preparation and completion of the Indian Housing Plan, the Annual Performance Report, LOCCS information, reports, budgets, environmental review records, and any other necessary document.
- Communicates as directed by the Housing Director with landlords, federal, state, county, local governing bodies, lenders and grant providers.
- Must understand and ensure Housing Department programs are in compliance with tribal, federal and any other applicable laws, rules, policies, and procedures.

## **II. Supervision Received**

This position reports directly to the Little Shell Tribal Housing Director.

## **III. Working Relationships**

Relationships are typically with Tribal, State and Federal officials, Housing Department applicants and participants, individuals in other agencies and tribal departments and the general public for the purpose of providing information and assistance, resolving conflicts, solving problems, and providing services.

## **IV. Working Conditions & Location**

The position will be located in Great Falls, Montana at the Little Shell Tribal Headquarters. Office and shop environments with exposure to common hazards and normal effort required. Position spends a considerable amount of time driving to and from applicant and participant housing units and conference sites with some amount of driving or air travel out of the area for regional and national conferences and meetings related to various housing issues.

## **V. Qualification Requirements**

- A. Minimum Training and Experience** – High School diploma or equivalent; experience that demonstrates proficiency in computer skills; and preferred experience in secretarial or administrative work in an office setting.
- B. Knowledge** – Knowledge of modern office procedures and practices; knowledge of computerized and manual recordkeeping systems (including data input) and the ability to

maintain these systems; knowledge of Housing Department policies and procedures; and knowledge of business English, grammar, spelling, punctuation, and composition.

- C. **Skills** – Strong organizational skills; skills in computer and software programs, have a good working knowledge of office machines; and strong interpersonal skills.
- D. **Abilities** – Ability to communicate effectively orally and in writing; ability to analyze data; ability to function in a culturally diverse environment; ability to establish and maintain effective working relationships with others.
- E. **Necessary Special Requirements** – Must possess a valid Driver’s License and have no alcohol related convictions for the last three years. Must be able to travel out of area for training and conferences.
- F. **Client Service Skills** – Must possess superb client service skills and be able to effectively communicate with clients about the Little Shell Tribal Housing Department’s services.

## VI. **Conditions of Employment**

- A. Candidates must be able to pass a drug test at the time of hire and throughout employment.
- B. Candidates must pass a criminal background check at the time of hire and periodically throughout employment.
- C. Candidates must possess a valid driver’s license and meet insurability requirements of the Tribe.
- D. Candidates must comply with COVID-19 Executive Order in which employees must be vaccinated OR tested for COVID-19 on a weekly basis, providing results to administration.

## VII. **Indian Preference**

The position is subject to the Tribe’s Indian Preference Policy.

## VIII. **How to Apply**

Qualified candidates must submit the following materials to [s.christopherson@ltribe.org](mailto:s.christopherson@ltribe.org):

- A. Resume
- B. Cover Letter
- C. Salary Expectations or History

Any questions should be directed to the following [s.christopherson@ltribe.org](mailto:s.christopherson@ltribe.org).