



NOTICE OF EMPLOYMENT OPPORTUNITY

POSITION TITLE: Elder Housing Rehabilitation Program Field Repair Coordinator, Little Shell Tribal Housing Department

CLASSIFICATION: Non-exempt

LAST CLASSIFICATION DATE: March 14, 2023

CLOSES: April 21st, 2023, or until filled

SALARY: Based on Experience

I. General Description of Work

This position will work closely with the Little Shell Tribal Housing Director to manage all the daily field activities of the Little Shell Tribal Housing Department's Elder Housing Rehabilitation Program. The Field Repair Coordinator will also work closely with the Elder Housing Rehabilitation Program Assistant who will process all repair applications. The Elder Rehabilitation Team will respectfully communicate with all housing program applicants, participants and contractors. This position may also assist in the review and evaluation of elder homeowner application information and data in accordance with program requirements. The Elder Housing Rehabilitation Program Field Repair Coordinator will be responsible for compliance with a wide variety of tribal, municipal, 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.

- Assist the Housing Director with the implementation and execution of the Elder Housing Rehabilitation program including, but not limited to, schedule repairs and development, records maintenance, reviewing contractor provided schedules, repair plans and specifications to determine material requirements (quantities and qualities) pricing of materials, etc.
- Work with suppliers and contractors as required, facilitating the management, and expediting delivery of materials.
- Assist the Housing Director with management of contractor personnel and subcontractors.

- Oversee all aspects of repairs from application approval to repair completion and records and data management.
- Coordinate initial assessment and review scope of work.
- Coordinate repair schedule and property access with program participant.
- Complete required project environmental review checklist and implement controls as required.
- Ensure all contract activities/repairs are coordinated, all tasks are completed timely, and report any issues or delays to the Housing Director.
- Attend all home inspection and relevant training courses made available via online or in-person.
- Work with the Housing Department Team, on records management including but not limited to applications, job orders, and receipt management.
- Maintain project schedule for each ongoing rehabilitation project, maintain positive vendor and supplier relationships and ensure safe working conditions and compliance with all tribal and agency safe operating requirements specific to home repair and inspection.
- Resolve issues effectively with contractors/suppliers/participants. Escalate appropriately for unresolvable issues
- Collaborates with all Little Shell tribal departments and programs on the shared mission and goal of providing services to tribal members. Works to find synergies across tribal programming to bring together different department were possible to provide a broader and more effective range of services for tribal members. Effective collaboration drives the success of the Tribe, its programming, and its tribal members.

II. Supervision Received

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

III. Working Relationships

Relationships are typically with Little Shell members, colleagues, 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. field construction sites, office and shop environments with exposure to common hazards and normal effort required. Position spends a considerable amount of time working at, 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.

75% of workday on site at rehab project location(s), 25% of workday at office/shop location.

V. Qualification Requirements

- A. Minimum Training and Experience** – High School Diploma or equivalent education level and minimum of 7 years' experience in a skilled labor position – concrete finisher, carpenter, plumbing. Highly preferred 3 years of experience at foreman level for building construction company. Completion of a trade school or a trade certificate are desired.
- B. Knowledge** – Knowledge of implementing and executing local, state, tribal, and federal programs. In-depth knowledge of construction procedures, project management, equipment, and OSHA guidelines.
- C. Skills** – Strong organizational skills; skills in math and problem solving; have a good working knowledge of office machines; and strong people skills. Ability to communicate and report effectively.
- 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. Ability to understand of the NAHASDA and HUD standards.
- 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.

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 d.olson@lstribe.org

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

Direct any questions to: d.olson@lstribe.org