

**HOUSING AUTHORITY OF THE SAC AND FOX NATION
JOB DESCRIPTION**

Job Title: Emergency Rental/Homeowner Assistance Specialist
Department: Finance
Supervisor: Finance Manager
FLSA: Non-Exempt
Job Position: Non-Key Position

Position Description:

The Emergency Rental/Homeowner Assistance Specialist will serve as the primary contact in the application process including intake, screening, answering questions, submission of application, and document all activity with applicants and with the housing management department. Ensures compliance with U.S. Department of Treasury regulations and with Housing Authority of the Sac and Fox Nation, Policies and Procedures.

Duties and Responsibilities:

1. Answer questions about the Emergency Rental Assistance and Homeowner Assistance programs and assist applicants in completing the application process with all required documentation.
2. Processes all Emergency Rental Assistance/Homeowner program applications (Emergency Rental and Emergency Homeowner), including verifying income, household composition, and making sure services not duplicated, and assisting with other required and supporting documents in accordance with established policies and guidelines. Complete the financial steps to the processing of the applications which consists of ; stamping them for received, coding each entry, coping all bills and payments, creating a request for payment for all bills, and entering all payments into accounting system (QuickBooks).
3. Once the application is approved, copies of the application and documentation will be submitted to finance department for payment. All original paperwork will stay within the housing management department filed in a separate file system.
4. Notifies applicant via certified mail of the determination of eligibility, and if ineligible stating the reasons why.
5. Maintaining the absolute confidentiality of all records and Information.
6. Other duties as assigned by the Supervisor.

Knowledge, Skills, and Abilities:

1. Ability to create and maintain effective teamwork with staff, vendors and customers.
2. Ability to interact with a diverse population of applicants and be able to employ problem solving and conflict resolution skills.
3. Must have working knowledge of the NAHASDA regulations.
4. Must have skill working with Microsoft Office Suite: Word, Excel, PowerPoint, Access, and Housing Data software programs.
5. Must have excellent verbal and written skills.
6. Indian preference shall be used in the review and selection process.
7. Professional attire and appearance required.
8. Trustworthiness.
9. Professionalism required.
10. Ability to accept criticism in a non-defensive manner.
11. Candidates will be subject to a criminal background check, drug screening and all other required verifications.

Qualifications and Experience:

1. High School graduate or equivalent. Associate degree preferred.
2. Experience in collections and computer operations; preferably accounting software.
3. 2+ experience in housing preferred.
4. Must have a valid Drivers' license and be insurable.

I have read and have a basic understanding of all the duties required for this position. I also understand that this job description does not constitute a contract for employment.

Employee Signature _____ Date _____

Executive Director _____ Date _____