

# YUROK INDIAN HOUSING AUTHORITY



15540 US Hwy. 101 N., Klamath, CA. 95548-9351 \* (707) 482-1506; (800) 281-4749; fax: (707) 482-3117

<b>JOB TITLE:</b>	<b>PROGRAM SPECIALIST</b>
<b>REPORTS TO:</b>	<b>HOUSING SERVICES MANAGER</b>
<b>WORK SITE:</b>	<b>KLAMATH, CA</b>
<b>STATUS:</b>	<b>FULL-TIME; NON-EXEMPT</b>
<b>SALARY:</b>	<b>LEVEL 6 – 7: \$12.53 – 18.50</b>
<b>BENEFITS:</b>	<b>HEALTH, DENTAL, 401(K), VACATION &amp; SICK LEAVE</b>

## **SUMMARY:**

Assist with low rent, student rental, homeownership and rehabilitation programs to fulfill the needs of the YIHA clients. Counsel and assist clients with the understanding of the policies and procedures. The successful candidate can expect local travel several times per month, and out-of-town travel for training several times per year. Must have good attention to detail and pride in your work. Must enjoy a challenge; possess an excellent sense of humor and well-developed stress management techniques. Must have experience in working with diverse groups of individuals, especially those at low and very low income levels. Will possess a working knowledge of: (1) HUD housing programs; (2) YIHA and local housing programs; and (3) the local housing market. Must understand Federal Statutes and regulations the govern HUD/Housing Authority programs. Have knowledge and understanding of obstacles encountered with the loan process and assist clients in overcoming these obstacles.

## **DUTIES AND RESPONSIBILITIES:**

1. Assemble Housing Application packets for distribution, send out applications and update forms as needed.
2. Set up all housing applications into client files and enter information into the Housing Data System (HDS).
3. On a daily basis update and maintain active/inactive files and enter new information into the HDS.
4. Compose and process routine correspondence.
5. Copy and file correspondence and other records.
6. Disseminate any correspondence necessary for updating and/or completing files.
7. Provide program assistance and policy guidance for Yurok Indian Housing Authority (YIHA) clients.
8. Assist in the review and processing of Student Rental applications.
9. Assist in the compilation of documents for policy violations.
10. Assists with Preparation of all leases and homebuyer agreements. Assists with the Heating, Air Conditioning, and Air Purification Program.
11. Assists with Inspections, Home Visits, Homebuyer's Education, Crime and Prevention and Outreach.
12. Inputs work orders into the HDS and client files.
13. Have knowledge and understanding of the loan process leading up to obtaining a mortgage and assist clients with this process.
14. Act as a liaison between Housing Authority clients and home mortgage organizations.
15. Assure that appropriate entries are made in all resident, client or property records and files and that files are in order and easily useable.
16. Assure that confidentiality is maintained and that files are secured.
17. Maintains confidentiality on all matters of the YIHA.
18. Serves as a back-up to the Receptionist position.
19. Other duties may be assigned.

## **QUALIFICATIONS:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

*Program Specialist*

*Board Approved: December 2, 2008*

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- The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE:**

- Associate's degree (A.A.) or equivalent from a two-year college or technical school; or two years progressively responsible related experience and/or training; or equivalent combination of education and experience and six months experience related to counseling and home loan processing.

## **LANGUAGE SKILLS:**

- Ability to read and understand correspondence, governmental regulations, loan documents and related material, ordinances, resolutions, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports, business correspondence, and draft procedure manuals.
- Ability to present information, and respond to questions from clients, customers, and the general public.
- The ability to speak effectively before groups is highly desirable.

## **MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; Ability to compute rate, ratio, and percentage. Experience with and/or knowledge of accounting principles, practices or accounting software highly desirable.

## **COMPUTER SKILLS:**

- Intermediate skills and abilities, including working knowledge of Windows and Microsoft Office (or other major suite software applications); Ability to install/uninstall software and files; save and back-up files to storage media; defragmenting, compressing hard drives and deleting old files; format documents; design and format spreadsheets, including creating formulas; ability to operate mouse and keyboard with high accuracy and moderate or better speed; operation of color printer; knowledge of computer safety and minor troubleshooting; ability to read and interpret software manuals and technical support.

## **REASONING ABILITY:**

- Ability to apply common sense understanding to interpret and carry out a variety of instructions furnished in written, oral, diagram, or schedule form; Ability to solve practical problems and to deal with problems involving several variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Potential applicant should provide documentation of any certificates, licenses, or registrations related to the job description and responsibilities.

*IN THE EVENT OF EQUALLY QUALIFIED APPLICANTS, INDIAN PREFERENCE WILL BE APPLIED. THE YUROK INDIAN HOUSING AUTHORITY IS A DRUG AND ALCOHOL-FREE WORKPLACE. DRUG SCREENING WITH A NEGATIVE RESULT IS REQUIRED BEFORE BEGINNING EMPLOYMENT. MUST HAVE A VALID CALIFORNIA DRIVER'S LICENSE AND BE INSURABLE ON COMPANY INSURANCE.*