



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

POSITION DESCRIPTION – HOUSNG COUNSELOR

Reports To: Housing Director

Department: Housing

Status: Non-Exempt

Salary Range: \$58,240 - \$66,560

SUMMARY AND SCOPE:

The Housing Counselor will report directly to the Housing Director. The Counselor is responsible for working directly with Tribal members to help them acquire the skills necessary to achieve home ownership. The Counselor will be responsible for development and administration of a Home Ownership, Home Rehab programs, and support programs, including down payment and closing cost assistance. Responsible for managing and monitoring to ensure compliance within all the Housing properties owned by Picayune Rancheria of the Chukchansi Indians. The incumbent is responsible for the development, administering and facilitation of financial and home buyer education training and events.

PRIMARY RESPONSIBILITIES:

- Assist with the development and administration of a Homeownership Program(s).
- Does intake and complete assessments of prospective homeowners to create a plan to address housing needs and goals of the tribe.
- Maintains full and accurate case files and database.
- Knowledge of mortgage lending products, such as down payment and closing assistance.
- Assists prospective homeowners in identifying programs best suited for tribal members.
- Access funding and support programs for home repair, replacement, weatherization.
- Works with the Housing Director and PRCI grant specialist to secure additional funding.
- Knowledge of Microsoft Office Skills.
- Obtain and/or maintain a Tribe approved HUD Counselor Certification.
- Adheres to confidentiality agreement with residents and other professionals.
- Collaboration and effective communication with Tribal Council, Administration, and Housing Committee in policymaking and setting program goals.
- Interpret and implement all NAHASDA or Tribal Housing Policies and procedures.
- Develop strategies and goals consistent with the Tribe's mission for quality, affordable housing.
- Knowledge of U.S. Department of Housing & Urban Development, Native American Housing and Self Determination Act (NAHASDA) as it relates affordable housing projects for purchase, development and construction.
- Familiarity with Tribal government, customs, and practices, or comparable experiences.
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

- Associate degree in Property Management, Real Estate, or related field or
- Minimum of two (2) years' experience in HUD housing or Low-Income Rental housing programs providing service in the Indian community or community housing programs.
- Considerable knowledge and understanding of the principles of real estate.
- Experience reading, writing, and interpreting legal documents, contracts, and agreements.
- Minimum of two (2) years of administrative and/or property management experience.
- Must have Microsoft office and spreadsheet knowledge.
- Willingness to attend training seminars and workshops to expand working knowledge of housing programs.
- Must have a valid Driver's license and current DMV printout.
- Must successfully complete a background investigation and pre-employment drug/alcohol screen.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Property Management, Real Estate, or similar discipline.
- Housing Management/Counselor Certification.

APPLICATION PROCESS:

If you are interested in this position, please submit the following:

- Completed Application
- Cover Letter and Resume
- Documentation of completion of Education
- If claiming Tribal Preference, please provide proof of Tribal Identification

- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.

- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Approval Signature)

(Date)

(Employee Signature)

(Date)