



Housing Program Specialist

Job Description

Department: Upper Sioux Community Housing Authority

Reports To: Housing Director

Employment Status: Full-Time; Non-Exempt

Starting Wage: \$18.00 /hr.

Position Summary

The **Housing Program Specialist** provides administrative and program support to the Upper Sioux Community Housing Authority and assists in the daily administration of Tribal housing programs. This position works directly with community members, lending partners, and housing program participants to support housing initiatives, maintain records, process loan documentation, and ensure compliance with program guidelines and applicable regulations. The Housing Program Specialist serves as an important resource for clients while supporting the operational goals of the Housing Authority.

Essential Duties & Responsibilities

Include, but are not limited to:

Essential Duties and Responsibilities

- Create and maintain client files and records for housing programs and activities.
- Promote Housing Authority programs and assist applicants with completing required forms and applications.
- Review and certify applications to determine eligibility according to established program guidelines.
- Coordinate with third-party vendors, agencies, and partners to obtain required documentation.
- Prepare mortgage and loan documents in compliance with program requirements and applicable laws.
- Attend loan closings and assist with related documentation and processes.
- Record monthly loan payments within loan servicing software and prepare bank deposits.
- Prepare monthly, quarterly, and annual reports as required.
- Report loan activity and program status information to the Executive Director and Housing Commission.
- Maintain knowledge of current lending regulations, program requirements, and industry best practices.
- Uphold confidentiality of all members and program information.
- Attend meetings, conferences, and training opportunities as required.
- Provide day-to-day administrative support to the Executive Director.
- Assist with rental property operations and maintenance activities as needed.
- Perform other duties as assigned.

Qualifications

Interpersonal Skills

The successful candidate will demonstrate:

- Strong professionalism and the ability to maintain strict confidentiality.
- The ability to work effectively with diverse populations.
- Excellent customer service and public relations skills.
- Strong verbal and written communication abilities.
- The ability to work collaboratively with clients, Tribal departments, contractors, and community members.

Knowledge and Skills

- Proficiency with computers, printers, and office equipment.
- Working knowledge of Microsoft Office applications, including:
 - Word
 - Excel
 - Outlook
 - PowerPoint
- Knowledge of loan servicing software and/or fund accounting software preferred.
- Strong organizational skills and attention to detail.
- Ability to maintain accurate records and prepare reports.

Education & Experience

- Associate degree in Business, Accounting, Clerical Studies, or a related field preferred; or
- High school diploma/GED with a minimum of two years of accounting, bookkeeping, or related office experience.
- One year of accounting or bookkeeping experience is preferred.
- Previous experience working within Native American Housing programs is preferred.

Additional Requirements

- Valid Minnesota Driver's License and ability to meet eligibility requirements for operating Upper Sioux Community or Housing Authority vehicles.
- Ability to attend training, conferences, and meetings, including occasional overnight travel.
- Successful completion of a background check, pre-employment drug screening, and participation in random drug testing as required.
- Commitment to maintaining confidentiality and professionalism in all work activities

Why Join the Upper Sioux Community Housing Authority?

The Housing Program Specialist plays a vital role in supporting Tribal housing programs that help strengthen the Upper Sioux Community. This position offers the opportunity to work directly with community members, assist families in obtaining housing resources, and contribute to the long-term development of Tribal housing initiatives.

How to Apply

Interested applicants should submit:

- Completed Upper Sioux Community Employment Application
- Cover Letter
- Resume

Applications should be submitted to:

Upper Sioux Community Housing Authority

Attn: Housing Director

P.O. Box 147 | 5722 Travers Lane | Granite Falls, MN 56241

Email: hunterp@uppersiouxcommunity-nsn.gov

Phone: (320) 564-3853

DISCLAIMER

This job description is not intended to be an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. It is designed to accurately reflect the current role; however, management and the Upper Sioux Board of Trustees reserve the right to revise the duties or to assign additional tasks as necessary. Changes may occur due to circumstances such as emergencies, personnel adjustments, workload demands, priority shifts, or technological developments.