



*Upper Sioux Community
Housing Authority*
5722 Travers Lane
PO Box 147
Granite Falls, MN 56241
Office: (320) 564-3853
Fax: (320) 564-4698
uppersiouxcommunity-nsn.gov

Job Description

January 2017

Position: Housing Program Specialist

Department: Upper Sioux Community Housing Authority
A Tribally Designated Housing Entity (TDHE) under the laws of the Upper Sioux Community

Reports To: Executive Director

Supervises: No one

Status: Non-Exempt

Salary: \$18.00 per hour

Position Summary:

This position is responsible in assisting the Executive Director of the Housing Authority in administering Housing related programs on a daily basis.

Essential Duties:

- Create and maintain files and client records of all Housing activities
- Market programs, and assist clients in filling out applications
- Certify applications, and determine eligibility according to program guidelines
- Work with 3rd party vendors and partners in obtaining required documentation
- Create required Mortgage documents in accordance with program guidelines and applicable laws
- Attends loan closings with required parties
- Record monthly loan payments in loan software, complete bank deposits
- Run required reports on a monthly, quarterly, and/or annual basis
- Report loan status information to Executive Director and/or Housing Commission
- Stays abreast of current lending guidelines, rules, and laws
- Upholds confidentiality of information at all times
- Attends meetings and trainings as necessary or required
- Assists Executive Director on a day to day basis
- Perform other duties as assigned

Interpersonal Skills and Qualifications

- Ability to take direction well and to maintain absolute confidentiality of all appropriate and privileged information
- Ability to work well with a diverse population and to deal tactfully with the public
- Must possess excellent written and oral communication skills.

Knowledge/Skills:

- Possess strong computer and printing skills
- Fluent in Microsoft applications including Word, Excel, Outlook, and Powerpoint
- Knowledge of loan servicing software and/or fund accounting software

Education, Experience and Skills Required:

- Associates Degree in business, accounting, or clerical field preferred
- A minimum of one year of accounting/bookkeeping experience preferred or minimum of two years accounting/bookkeeping experience and commensurate training in an office environment accompanied by a high school diploma/GED
- Previous work experiences within Native American Housing

Other:

- Must possess valid Minnesota Driver's License and able to meet standards for driving Upper Sioux Community or Upper Sioux Community Housing Authority vehicles
- Must be able to attend training off-site and occasionally out of town/state for more than a day at a time to attend meetings or trainings
- Must be willing to submit to a background check, pre-employment and random drug tests
- The Upper Sioux Community is an equal opportunity employer. However, in the event of equally qualified candidates, the law governing Native American preference shall be applied and must be fully qualified for the position.