



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

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## Job Description

March 2023

**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:** N/A

**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 daily.

**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 3<sup>rd</sup> 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.
- Assists maintenance with rental properties as needed.

**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:**

- Associate 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.

**If interested, send cover letter, and resume to:**

Upper Sioux Community Housing Authority  
PO Box 147  
Attn: Housing Director  
Granite Falls, MN 56241