

CADDO NATION OF OKLAHOMA POSITION DESCRIPTION			
HOUSING ASSISTANT			
DEPARTMENT Housing	Hourly Wage \$ 12.00 - \$ 18.00	SUPERVISOR Housing Specialist	CLASSIFICATION Full-Time, Non-Exempt, Permanent

**SUMMARY OF POSITION**

Assists the Housing Specialist (Administrator) for the Caddo Nation Division of Housing. Answers directly to the Housing Specialist and in turn, the Business Manager. This position assists the Housing Administrator in carrying out of all daily activities to enable the organization to meet all of its goals and objectives. Performs tasks that require skills in management, organization, planning, administration and finance and a basic knowledge of Indian Housing/TDHE operations and objectives. Must be able to understand the functions of all Housing departments and command a good working knowledge of the Native American Housing Assistance and Self-determination Act of 1996 and related requirements. Must be willing to receive direct supervision and technical assistance and also be able to operate autonomously with minimal supervision in certain cases.

**POSITION AUTHORITY:**

The Housing Specialist is authorized by the Tribal Council through the Business Manager and Housing Specialist to assist with the administration of all aspects of the Caddo Nation's housing business. The Housing Assistant is a full time position designed to provide the Housing Specialist with administrative support. This position may also provide advancement opportunities depending upon performance and funding.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operates within the parameters of the Native American Housing Assistance and Self-Determination Act of 1996 aka "NAHASDA."
- Attends meetings as required by the Housing Specialist or Business Manager and may act in the capacity of housing representative in the absence of the Housing Specialist.
- Assists the Housing Specialist for the Caddo Nation of Oklahoma with preparation and completion of all contracts, proposals, real estate transactions, procurement, LOCCS information, reports, budgets, applications, waiting lists, forms, environmental review records and any other legal documents on behalf of the Caddo Nation's housing department.
- Answers directly to the Housing Specialist and must be willing to receive training and technical assistance to encourage professional development.
- Ensures that all Policies and Procedures of the Caddo Nation related to housing are consistently followed and are in compliance with NAHASDA.
- Assists with the development and preparation of the Indian Housing Plan and Annual Performance Report(s) as requested.
- Maintains effective and respectful communication and interaction with staff, clients, the tribe and the general public.

- Advises the Housing Specialist as to administrative needs.
- Communicates as requested with federal, state, county, local governing bodies, lenders and grant providers.
- Available upon request and outside of regular hours as necessary.

#### ADDITIONAL KNOWLEDGE AND ABILITIES:

- Knowledge of federal, state and local laws, codes, and regulations governing Indian housing programs including but not limited to NAHASDA, 24 CFR Part 1000, applicable OMB Circulars, 24 CFR Part 58, and 24 CFR Part 85.
- Knowledge of research and statistical analysis techniques
- Ability to formulate project goals, analyzes data, and draw logical conclusions.
- Ability to receive instruction, training, and technical assistance.
- Ability to communicate effectively with the City and County officials, representatives of other public agencies, community groups, business representatives, tenants and homebuyers, and members of the public.
- Ability to establish and maintain effective relations with coworkers and customers.
- Excellent working knowledge of Caddo Nation's policies and procedures.
- Must be computer literate and have a good working knowledge of office machines and software applications.

#### MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty and acquire enhanced job skills through education and training if necessary. The requirements listed below are representative of the knowledge, skill and/or abilities required.

#### EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in business administration, public administration, housing or related field and three years of relevant work experience or High School Diploma or equivalent and five years experience working in the area of Indian Housing, or Federal/Tribal programs.

#### COMMUNICATION SKILLS

Ability to read, analyze and interpret general technical manuals, governmental regulations, and Native American Housing Assistance and Self-Determination Act of 1996 aka "NAHASDA" requirements. Ability to write reports and letters and to respond to written and oral communications. Ability to effectively present information and respond to questions from groups of people, clients and residents, staff and the general public.

#### REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to identify and address problems and be a calming influence in a heated situation.

## PHYSICAL DEMANDS

The physical demands described here must be met by this employee to successfully perform the essential functions of this job. The employee must be able to talk, hear, and use hands and fingers to operate a computer, telephone, vehicle and a variety of office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## SELECTION GUIDELINES

Formal appointment and selection shall be by the Tribal Council and/or Business Manager upon recommendation by the Housing Specialist. The selection may include review of education and experience, oral interview, reference check and job related tests, if applicable.

The duties listed above are intended only as illustrations of the various types of work that must be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment contract, should job requirements change.

## CONDITIONS OF EMPLOYMENT:

Must possess a valid driver's license and vehicle and be insurable under the Caddo Nation's vehicular insurance policy. Must be bondable and willing to submit to a background check and random drug testing. Must comply with all organizational and departmental policies. Must be available and willing to work up to 40 hours per pay period, generally during the hours of 8 am to 5 pm, Monday through Friday and additional hours as needed or as required by the supervisor. Must be willing and able to travel, if necessary. Must exercise the highest degree of professionalism and ethics at all times.

## APPROVAL AUTHORITY

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Supervisor

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Employee