



RED CLIFF CHIPPEWA HOUSING AUTHORITY

37645 NEW HOUSING ROAD BAYFIELD, WI 54814
(715) 779-3744 (715) 779-5044 FAX

JOB DESCRIPTION

Position:	Housing Counselor	Status:	non-exempt
Salary:	\$15-\$17/hr. – DOQ/DOE; plus benefits	Hours:	Full-time; permanent*
Schedule:	8-hr shifts – Monday-Friday (typically)	Supervisor(s):	Executive Director
Location:	Red Cliff Chippewa Housing Authority	Supervises:	None
Dept.:	Housing Administration		

*Position is grant-funded; funding secured for 2-years. Continuation of employment dependent upon grant funding.

SUMMARY

Responsible for development and administration of a Home Ownership and Private Home Rehab Programs, and associated fringe support programs (down payment, closing cost assistance, etc.). Incumbent will provide direct service to prospective & existing home-owners, participants in lease-to-own programs. Services will include individual assessment, service plans, counseling, training, education & case management to improve outcomes in four (4) key areas: family self-sufficiency, home-buyer education, housing stability and home ownership success. Incumbent will also access and broker resources/services from external programs for home buying, repair, rehabilitation, weatherization, home replacement and act as a liaison. Responsible for development of, and participation in on-going financial and home-buyer education training, events.

DUTIES & RESPONSIBILITIES

- Assists with the development and administration of a Homeownership Program inclusive of group and individual counseling, education, and assistance in the following areas:
 - Financial Management Services (FMS)
 - Credit & Debt Management; Credit Report Review and Improvement
 - Budgeting & Individual Savings Accounts (ISAs) for Housing goals
 - Loan Products/Programs (Mortgage, debt consolidation, credit repair, etc.)
 - Pre-Qualifying for Mortgage Loan Programs
 - Post-Purchase Support Services
 - Fringe Programs

- Responsible for outreach to create and develop cohort groups to move them through educational sessions fruitfully to home ownership. Identifies housing tenants that are candidates for home ownership.
- Does intake and completes assessments of prospective home owners to create an individual service plan (ISA) to address housing needs/goals; identifying both short and long term goals. Provides consistent and timely follow-through and follow-up to keep the cases/individuals progressing. Tracks cases and outcomes. Maintains full and accurate case files and database.
- Becomes knowledgeable and versed in a variety of mortgage lending products and associated support programs (down payment assistance, closing cost assistance, etc.). Assists prospective home-owners in identifying programs that would best fit; links them to providers and acts as a liaison between buyer and lender.
- Obtains and maintains Native Pathways Housing Counselor certification.
- Organizes, offers, teaches, participates in group educational sessions and events related to Financial Management Services, Home Buying, Home Ownership and post purchase home maintenance; including Native Pathways curriculum.
- Accesses funding and support programs for home repair, replacement, weatherization, etc. and connects home owners with those programs.
- Responsible for marketing, public speaking and front-line face time as RCCHA representative for these programs at events.
- Attends staff meetings, case management coordination meetings, inter-agency meetings. Collaborates with other Housing, Tribal and industry staff as needed.
- Works with Housing Director and RCCHA Grant Writer on grants to secure additional funding to support this program.
- Adheres to confidentiality agreement with residents and other professionals. Maintains all resident interactions and relationships on a professional level.
- Other duties as assigned.

The above represent the major essential and secondary duties of the position. They are not intended to be all-inclusive, but rather a general representation of the duties/responsibilities associate with this position. The Housing Authority reserves the right to change, reassign, or combine job duties at any time to respond to organizational needs and/or as deemed necessary.

SUPERVISORY AUTHORITY

This position has no supervisory authority.

KNOWLEDGE, SKILLS & ABILITIES (KSA)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Some post secondary education preferred.
- 2) Previous experience in social work with demonstrated successful case management.
- 3) Previous financial or housing counseling and/or teaching experience preferred.
- 4) Must exhibit a high level of self-motivation and initiative. Must be able to work independently under minimal supervision.
- 5) Must have strong communication and collaboration skills, as well as exceptional problem-solving skills. Prefer previous public speaking experience.
- 6) Must be emotionally stable, mature and reliable.
- 7) Willingness and ability to practice and maintain positive community relations and networks; good PR skills. Positive 'can-do' attitude.
- 8) Ability to manage several projects simultaneously; multi-task efficiently and effectively.
- 9) Must have the ability to work with a high degree of accuracy and attention to detail and exercise sound judgment.

QUALIFICATIONS/REQUIREMENTS

In addition to the KSAs listed above, we are seeking a candidate who also the following qualifications:

- 1) Must be at least 18 years of age; be a school graduate or have a GED.
- 2) Must be computer proficient; know how to create and maintain spreadsheets, a database and word Documents (Microsoft Office software products).
- 3) Must be able to operate a variety of standard office equipment.
- 4) Previous experience working with Native American/Ojibwe culture and/or diverse populations.
- 5) Must have a valid driver's license, vehicle and appropriate vehicle insurance coverage. Must be eligible to be put on Housing Authority's vehicle insurance policy and maintain driver's eligibility to maintain employment.
- 6) Must pass criminal background checks and drug screenings.

PERSONAL CONTACTS: Contacts with Tribal Members, Housing Tenants, lenders and bankers, other program/industry representatives on a regular, recurring basis. Contact with Housing Director, other RCCHA and/or tribal departmental staff on a daily basis. Intermittent contact with various government agencies, funding sources, housing tenants and community residents; RCCHA staff. Must be able to work cooperatively with all.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is primary an office based, sedentary position.

While performing the duties of this job, the employee may regularly be required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is required to stand; walk; reach with hands and arms; climb or balance; and stoop, bend, kneel, crouch, or crawl; drive; lift/carry; push/pull. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

Office located at Red Cliff Chippewa Housing Authority.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing duties of this job, employee may be exposed to wet or humid conditions; outside weather conditions; fumes or airborne particles (associated with paint, varnish, floor strippers and other cleaning supplies). The noise level in the work environment during the night shift is usually mild. Building is smoke-free. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings; overnight and out of town, both locally and nationally.

NOTICES

Indian preference will be applied in the case of equally qualified applicants; but all qualified applicants will be considered.

The Red Cliff Tribal Council has a Drug Free Work Place Policy and the Red Cliff Housing Authority adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting employment.

All applicants for employment are subject to a Background Investigation and other requirements of Red Cliff Tribe’s RCCL Chapter 43. An employee is under continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment.

TO APPLY

Submit the following to the identified. Items MUST be submitted in your application package to be considered for this position.

SUBMIT:

Fully completed Red Cliff Housing Application
Background Investigation Disclosure/Release
Resume
Educational Transcripts/Training Certs
Cover Letter

SUBMIT TO:

Red Cliff Housing Authority
37645 New Housing Road
Bayfield, WI 54814
FAX: 715-779-5044
ATTN: Tanya Wachsmuth, HR

POSTING: October 23, 2018

DEADLINE: November 16, 2018

FOR FURTHER INFORMATION: Contact Tanya Wachsmuth, Human Resources Manager at 715-779-3744, ext. 103 or via email at twachsmuth@redcliffhousing.org