



YAKAMA NATION HOUSING AUTHORITY

611 South Camas Avenue, P.O. Box 156, Wapato, WA 98951

Phone: 509-877-6171 Fax: 509-877-7830

Yakama Nation Housing Authority Posted Jobs

Job #	Position	Start Wage	Open	Close
#2020-13	ROSS Grant/HUD VASH Coordinator	DOQ	<i>Tuesday</i> Feb 11, 2020	<i>Saturday</i> Feb 29, 2020

Application Process: Submit a current Yakama Nation Housing Authority Employment Application; Revised 7/14, to the receptionist/staff person at the front desk: **611 S. Camas Ave., Wapato, WA.** Employment application will be date stamped and accepted during regular business hours and must be completed entirely. **By fax: (509) 877-1002.** Faxed applications require the original application to be mailed.

Reminder: Application must be complete and date stamped by the receptionist and/or staff person at the front desk in the YNHA Office at 611 S. Camas Avenue, Wapato, WA., by the closing date as indicated at the top of the announcement. Applications received after posted deadline will not be considered.

Business hours are Monday thru Friday, 8:00 am to 4:30 pm. Door closes 15 minutes prior to 4:30 pm each day unless posted.

If you have any questions, please feel free to contact YNHA Human Resources at (509) 877-6171, ext. 1024

Complete job announcement & YNHA Employment application is available at receptionist desk or online www.ynha.org/employment

*Indicate Job Announcement Number on YNHA application for posted jobs.

It is the applicants responsibility to update his/her application.

Complete application, print & sign for each posted job announcement.

Make certain all information is legible.

Yakama Nation Housing Authority

Job Title: Ross Grant/ HUD-VASH Coordinator
Classification: Full Time Regular
Average hours per week: 40

Reports to: Deputy Director
FLSA Status: Salaried-Exempt
Dept.: Administration

Program Responsibilities: Incumbent coordinates activities for two (2) YNHA programs: ROSS and VASH. Responsible for providing housing counseling services, refers to financial resources, such as, USDA Rural Development, Federal Home Loan Bank, HUD, etc. Incumbent works with a variety of federal, state, and local agencies and programs to provide housing and support services for the people of the Yakama Nation and Yakama Veterans. Coordinates veteran services with US VA, YN VA, and social service organizations for homeless Yakama veterans. Facilitate regular collaboration between identified resources to measure, track and report progress on homelessness; evaluate policies and procedures addressing homelessness; assess system gaps and identify community needs. Other needs to source other than those funded through Housing Block Grant Funds.

Supervisory Relationship: Works under the direct supervision of the Deputy Director. The employee has no supervisory responsibilities.

Work Hours & Days: Regular work hours at the Housing Authority are 8:00 a.m. to noon and 12:30 p.m. to 4:30 p.m.; Monday thru Friday. Employees receive one-half hour unpaid lunch.

Work Environment: Duties are performed primarily in an office environment. Sitting, stooping, walking, standing, filing, and lifting up to and over 35pounds may be required

Standards of Performance: The incumbent will display a positive attitude and maintains cooperative working relationship with other employees, managers, Deputy Director and the Executive Director. The incumbent will perform all duties and responsibilities in a time and efficient manner according to established schedules, procedures, and policies. The incumbent will demonstrate initiative to work with minimal supervision but also good judgment and report problems timely to the immediate supervisor.

Essential job duties and responsibilities:

- Maintains high standards of confidentiality.
- Coordinates program activities for the ROSS and HUD/VASH programs
- Will provide loan-packaging services for Rural Development Section 502 and Section 504 applications.
- Conducts home visits to assists Tribal and Veteran clients with a variety of housing applications and process and/or makes client referrals to other service agencies and in the base of housing clients, financial services, etc.)
- Act as lead and point-of-contact for Affordable Housing program applications.
- Works with other staff on project concepts for new development.
- Works with architects, engineers, surveyors, contractors, community members, city tribal, state, and federal officials on housing loan closings.

- Prepare curriculum for Homebuyer/Tenant Education Program. Conduct training for applicants on Homebuyer/Tenant Education.
- Prepare curriculum for Financial Literacy Training program.
- Maintains project files and date-base for clients, each type of housing loan, and status of assistance.
- Prepares and submits monthly narrative and assists with financial reports to federal programs as required.
- Submits monthly reports as need to Deputy Director regarding projects and activities.
- Acts as YNHA's point of contact on issues related to Tribal and Veteran homelessness. Responsible for the duties of homeless services coordinator for projects developed.
- Direct and coordinate the development, implementation and evaluations of long and short term strategic plans for ending homelessness.
- Empties coin-op laundry machines at Pahto and prepares the coins for deposit.
- Performs other duties as requested and/or assigned by supervisor.

Required Knowledge, Skills, and Abilities:

- General knowledge of office practices and procedures.
- Proficiency with MS Office; Word, Excel, PowerPoint and Outlook.
- Must be able to establish and maintain effective working relationships with personnel, granters, and the general public.
- Excellent verbal and written communication skills; and the ability to present in front of small and large groups.
- Ability to work with and maintain confidential data, which if disclosed might have adverse internal/and or external effects.

Education and Job Qualifications: The applicant should have the following combination of education and experience.

Education: Bachelor's Degree; preferred

Experience: Prefer at least one year of experience in housing development.

Required: Applicant must be insurable and have a Valid Driver's License throughout employment and have a Valid Driver's License. Qualify to drive through YNHA's vehicle insurance provider.

Background Check/ Drug Free Work Place: Must pass pre-employment drug screen and criminal background check. The Yakama Nation Housing Authority has a "Drug Free Workplace Policy." All employees are subject to pre-employment, random drug tests and testing when the use of alcohol or drugs in the workplace is suspected.

Indian Preference Policy: In accordance with Section 101(k) of NAHASDA, Yakama Nation Housing Authority applies Yakama Tribal preference in employment, as established by Resolution GC-05-2012 of the Yakama Nation General Council.

Preston Ham

Interim Executive Director

2/7/2020

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Printed Name

Employee Signature

Date