



Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

ADMISSIONS AND OCCUPANCY MANAGER

Position Description

Opens: August 2, 2021 Closes: August 9, 2021			
Department:	Housing	Reports to (title):	Housing Director
Job Code:	N-9	Job Location:	Bois Forte Tribal Government
Pay Range:	Negotiable	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	01/01/2017
		Revised Date:	07/30/2018

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Admissions and Occupancy Manager works closely with all clients to assess their housing needs and determine what program resources are available to best serve them. The Admissions and Occupancy Manager is responsible for conducting outreach activities, as well as intake activities to increase resident services and home ownership.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Will learn and maintain a working knowledge of the eligibility and management requirements of all assigned programs and projects.
2. Will solicit, assess and determine the eligibility of applicants for a variety of programs according to established program criteria and regulations.
3. Will prepare reports as required and present them to the Housing Director.
4. Will conduct home visits to clients/tenants of the Bois Forte Housing Department to assess and determine their needs.
5. Provide/conduct orientation training to all current and new clients/tenants of the Bois Forte Housing Department for recertification, referrals, and resources.
6. Coordinate, conduct and document periodic inspection of units to insure compliance with program requirements and to verify unit condition.
7. Identify clients that have not responded to corrective actions and that remain in violation of program requirements; recommend such clients to the Housing Director for additional corrective action.

Position Description

8. Maintain a waiting list of applicants for the Department of Housing programs and make recommendations to the Housing Director for placements of applicants to available units.
9. Make recommendations to the Housing Director for revisions in policies, procedure and recordkeeping insuring regulatory compliance and program effectiveness.
10. Assist with the investigation of client complaints and, where appropriate, assist with resolving the complaints to the maximum extent possible.
11. Establish and maintain accurate files, suitable for audit, on all assigned clients, programs, and projects.
12. Will attend trainings necessary to the position.
13. Coordinate and implement procedures of tenant move-in and move-outs.
14. Other job related duties as assigned by Housing Director and Housing Office Manager.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• One year of experience in housing program or related area. |
| Education: | <ul style="list-style-type: none">• High school diploma or GED. |
| License/Certification: | <ul style="list-style-type: none">• NAIHC Certification. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Must have knowledge of general business practices, office and filing procedures, computer experience, and certification and documentation techniques.• Must have the ability to learn and adhere to NAHASDA, all government regulations and Housing Department policies.• Must be able to work independently, with minimal supervision.• Must have the ability to coordinate and organize all functions related to resident services.• Must have good communication skills, both verbal and written.• Must have the ability to work with the public, staff and other agency personnel.• Must have strong organizational and problem solving skills.• Must be willing to learn all aspects of providing housing services and to pursue appropriate certification.• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software, HDS Software, and appropriate storage of electronic files.• Must possess a valid Minnesota driver's license and be insurable under RTC insurance policy.• Ability to perform other duties as assigned.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

PREFERRED QUALIFICATIONS

- Training or certification in Indian Housing.

WORK ENVIRONMENT

Position Description

- Work environment:** The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees and vendors.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.