



Bois Forte Band of Chippewa

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

HOMEOWNERS ASSISTANCE FUND/EMERGENCY RENTAL ASSISTANCE PROGRAM COORDINATOR

Position Description

Opens: August 17, 2022		Closes: August 23, 2022	
Department:	Housing	Reports to (title):	Housing Director
Job Code:	E-14	Job Location:	Bois Forte Tribal Government - Nett Lake, MN
Pay Range:	Min: \$46,275.98 (\$20.249) Mid: \$57,844.98 (\$27.81) Max: \$69,413.98 (\$33.372)	Supervises:	None
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time; until funds expire or spent down, whichever comes first.	Effective Date:	08/15/2022
		Revised Date:	08/15/2022

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 Homeowners Assistance Fund/Emergency Rental Assistance Coordinator shall be responsible for the oversight and management of Homeowner Assistance Fund (HAF) and Emergency Rental (ERA) Program. The coordinator will be directly responsible for the management of funds for the US Treasury allocation but may include other funding sources as funds are allocated. This individual will work and report under the supervision of the Tribe’s CFO.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Monthly internal reporting and budget monitoring, while adhering to funding guidelines.
2. Reporting to US Treasury for funds received.
3. Responsible for monitoring and ensuring contract/grant/fiscal compliance and performance by coordinating with various tribal department/program staff, tribal entities, and community groups associated with grant rewards.
4. Award close-out procedures.
5. Ensure available funding resources are properly managed, utilized and reported.
6. Provide assistance to applicants.

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7. Monitor the financial status of grant funds to ensure requirements are met and achieved.
8. Verify grant expenditures are properly accounted for and utilized in accordance with prescribed terms and conditions.
9. Prepare and file quarterly grant reports.
10. Perform general accounting functions in relation to grants as required or dictated.
11. Coordinate mailings and/or approved by the council from programs.
12. Ensure all projects follow funding procurement and contracting requirements.
13. Work closely with the Tribal Attorney to ensure proper resolutions and documentation is in place for projects.
14. Proper applications of rules and changing requirements.
15. Works with software support to develop online application to meet program requirements.
16. Solicits, accepts, processes, and approves applications per program requirements.
17. May supervise two or three workers if staff are added to process program.
18. Work with banks/mortgage/lenders for proper payments.
19. Work with utility companies for past due applicants amounts.
20. Keep up to date on program FAQ's.
21. Other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• A minimum of 2 years' relevant work experience on grants and grants management. |
| Education: | <ul style="list-style-type: none">• Associate degree in Business Administration, Finance, Accounting, Public Administration, or related field |
| License/Certification: | <ul style="list-style-type: none">• None. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Familiarity of fund accounting required.• Knowledge of federal, state, and local funding and grant requirements is required as well as familiarity with community resources preferred.• Ability to prepare simplified financial reports from a variety of books and records.• Ability to apply basic accounting principles to the maintenance of routing financial records.• Able to multi-task as well as work independently and with minimal supervision.• Ability to operate general office equipment.• Strong computer background with skills and proficiency in Microsoft Word, Excel, Laserfiche, and DocuSign.• Requires independence and use of initiative and judgement as applies to accounting, business law and management concepts.• Must be well organized with numerical skills and skills in the operation devices using alphanumeric keyboards• Good interpersonal skills and the ability to work and contribute as a "team" player.• Strong organizational skills with an ability to prioritize, manage complex tasks and meet timely deadlines with minimal supervision.• Ability to exercise good judgment and decision-making skills.• Knowledge and understanding of understanding of basic grant management duties.• Ability to manage projects from the conceptual stage through completion.• 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. |

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PREFERRED QUALIFICATIONS

- Knowledge of grant management best practices is preferred.
- Knowledge of relevant tribal, state, and federal law is preferred.
- Knowledge of procurement and construction contract requirements are preferred.

WORK ENVIRONMENT

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 several 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.
Vaccine Requirement:	The Bois Forte RTC adopted the COVID-19 Vaccination Requirement (Resolution No. 61-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. That Requirement also applies to newly hired employees who must by

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their first date of employment either (1) present proof of receiving all COVID-19 vaccinations for which they are eligible under CDC guidance or (2) be approved for a medical or religious exemption from the Vaccine Requirement. If the employee only presents proof of the first dose of a two-dose COVID-19 vaccine by the first date of employment, the employee must further present proof of a second dose within 30 days of the date of the employee's first dose and proof of a booster vaccination within one month of eligibility. If the employee only presents proof of a single-dose COVID-19 vaccination or both doses of a two-dose COVID-19 vaccination by the first date of employment, the employee must further present proof of a booster vaccination within one month of eligibility.

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: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.