



Bois Forte Band of Chippewa

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

SUPPORTIVE HOUSING PROPERTY MANAGER

Position Description

Opens: September 30, 2026 Closes: October 13, 2026			
Department:	Health & Human Services	Reports to (title):	Housing Stability Program Manager
Job Code:	E-12	Job Location:	Bois Forte Service Delivery Area
Pay Range:	Min: \$51, 126.40 (\$24.58) Mid: \$63,918.40 (\$30.73) Max: \$76,689.60 (\$36.87)	Supervises:	Intake Coordinator/Case Aide-Vermilion
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	09/15/2026
Indian Child Protection Background:	Yes	Revised Date:	09/15/2026
Telecommute:	No		

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 Supportive Housing Property Manager is responsible for the administration, operation, compliance, and sustainability of Bois Forte supportive housing, homeless shelter, and housing stability properties, including New Moon Supportive Housing, the single-family homeless shelter, and future housing programs and properties assigned by the Health & Human Services Department. The position oversees property operations, occupancy management, grant administration, compliance, budgeting, maintenance coordination, tenant relations, and housing stabilization activities. Working collaboratively with Housing Case Managers, service providers, Tribal departments, contractors, and community partners, the Housing Stability Property Manager promotes safe, stable, and supportive housing opportunities for Bois Forte Band members experiencing homelessness or housing instability. The position is responsible for maintaining compliance with Tribal, state, federal, and funding-source requirements while promoting housing stability, recovery, self-sufficiency, and long-term housing success.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Facilitate tenant meetings, life-skills education, budgeting activities, and community-building opportunities.
2. Provide conflict resolution, mediation, crisis intervention, de-escalation, and problem-solving support.
3. Address tenant concerns in a professional, culturally responsive, and trauma-informed manner.
4. Participate in multidisciplinary meetings, case consultations, planning activities, and community collaborations.
5. Prepare reports regarding occupancy, maintenance, housing outcomes, grant performance, and program compliance.

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6. Assist with the development and implementation of future housing, shelter, and housing stability initiatives.
7. Provide supervision, training, support, and work directions to direct reports.
8. Monitor workload, productivity, documentation, and compliance with program policies, procedures, and funding requirements.
9. Conduct performance evaluations, provide coaching and feedback, and address performance concerns in accordance with Tribal personnel policies.
10. Participate in employee hiring, onboarding, training, disciplinary actions, and professional development activities as assigned.
11. Promote effective communication, teamwork, and coordination among housing staff, service providers, and community partners to support housing stability and program outcomes.
12. Administer housing stability, supportive housing, shelter, and homelessness response programs.
13. Maintain program files, waiting lists, certifications, recertifications, and other required records.
14. Ensure compliance with Tribal, state, federal, HUD, Minnesota Housing, Housing Trust Fund, Bring It Home Minnesota, and other funding requirements.
15. Prepare and maintain grant reports, reimbursement requests, audits, monitoring reviews, budgets, and performance documentation.
16. Assist with grant development, program planning, policy development, and implementation.
17. Oversee daily operations of assigned housing and shelter properties.
18. Conduct inspections and monitor the condition, safety, cleanliness, and regulatory compliance of units, common areas, grounds, and facilities.
19. Coordinate maintenance, repairs, contractors, vendors, inventories, work orders, emergency responses, and preventative maintenance activities.
20. Maintain property records and ensure facilities remain safe, secure, and ready for occupancy.
21. Coordinate applications, eligibility determinations, tenant selection, waiting lists, occupancy management, move-ins, move-outs, lease renewals, and recertifications.
22. Conduct tenant orientations and educate tenants regarding lease obligations, rights, responsibilities, and program requirements.
23. Monitor lease compliance, address tenancy issues, and collaborate with service providers to promote housing retention and prevent evictions whenever possible.
24. Issue lease violations, set up retention plans, issue non-renewals, and evictions as applicable in accordance with the Tenant Selection Policy and State and Federal Fair Housing Laws.
25. Collect, document, and reconcile rent payments and housing-related charges.
26. Coordinate financial activities with accounting, including deposits, security deposits, delinquent accounts, invoices, and reporting.
27. Monitor housing and program expenditures and ensure compliance with Tribal procurement requirements.
28. Coordinate with case managers, behavioral health providers, and community partners to support housing stability and successful tenancy.
29. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
30. Perform other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Three (3) years Grant Management in writing, compliance, budget, reporting, and maintaining records/files Data management and compliance, Budget management/planning, file maintenance paper and electronic, AND
 - Three (3) years of mediation, conflict resolution, crisis management.
- Education:
- Bachelor's Degree in Social Work, Human Services, Public Administration, Housing Management, Community Development, Business Administration, Behavioral Health, related field.

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OR

- Associate's Degree in a related field and two (2) years of directly related experience in supportive housing, homelessness services, shelter operations, property management, grant administration, or human services program administration.

License/Certification:

- Valid Minnesota driver's license and reliable transportation.

Mandatory Knowledge,
Skills, Abilities and

Other Qualifications:

- Knowledge of supportive housing, Housing First principles, homelessness services, and housing stability practices.
- Knowledge of landlord-tenant law, Fair Housing regulations, housing assistance programs, and compliance requirements.
- Knowledge of grant administration, budgeting, reporting, and contract compliance.
- Strong conflict resolution, mediation, negotiation, de-escalation, and crisis intervention skills.
- Ability to work effectively with individuals experiencing homelessness, mental health concerns, substance use disorders, trauma, and other barriers to housing stability.
- Ability to maintain confidentiality, exercise sound judgment, and work independently.
- Strong organizational, communication, documentation, and computer skills.
- Commitment to culturally responsive services and understanding of Indigenous communities.

PREFERRED QUALIFICATIONS

- None.

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 40 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

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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.

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/employment to complete 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.