

Sauk-Suiattle Indian Tribe

Job Description

Job Title: Housing Receptionist
Department: Housing Department
Reports To: Housing Director
Status: Hourly
Approved By: Ronda Metcalf, General Manager
Approved Date: 4/16/19
Open Date: 4/17/19
Close Date: May 1st, 2019

Summary: *The primary responsibility of the Housing Receptionist is to answer phones, process mail, maintain files and provide services to applicants, tenants and/or homebuyers, landlords and the general public to implement the Housing Department's program while following Federal and Tribal regulations, policies and procedures. Candidate must have experience and demonstrate their ability to function in a team-orientated environment.*

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Initial point-of-contact for Housing Office; provides housing reception and performs administrative duties.
- Prepares housing related material for distribution.
- Assists staff with completing Purchase Vouchers and maintaining PV files.
- Assists staff with copying, filing, making labels, mailing, and distribution of information.
- Maintain office supply inventory and prepares office supply orders.
- Acts as a liaison while working with interested or participating landlords, rental agencies, community organizations, service agencies, and charitable groups to provide information on needed resources for program participants.
- Assigns Work Orders and coordinates with Facilities Maintenance for completion.
- Ensures that all necessary paperwork in participant files is maintained and that all required documentation is in order.
- Explains, interprets, and applies SSIT Housing Department policies and procedures for the TBRA, Low Rent, and Homeownership Programs.
- All other duties as assigned.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

- High School diploma or GED.
- Must have administrative clerical support experience.
- Must have strong organizational skills.
- Must have understanding of filing of records
- Must have Word knowledge or have taken courses in Microsoft Office
- Business Equipment and Computer Applications: Windows, General office equipment (copier), Electronic mail, Word processing software, Internet browser
- Applicant must have at least one year office computer experience

Mathematical Skills

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.

Computer Skills

To perform this job successfully, an individual should have knowledge of word processing using Microsoft Office programs. Knowledge of the Housing Data Systems (HDS) software is preferred.

Certificates, Licenses, Registrations

Valid Washington State driver's license is preferred or must obtain a valid WA State driver's license within six months.

Physical Demands/Work Environment: The physical demands and work environment 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.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The workplace, while filled with opportunities for growth, has moments of stress related forces. The employee must be able to endure emotionally charged communications. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Culturally Sensitive: All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace: Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check: All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN PREFERENCE APPLIES

SAUK SUIATTLE TRIBAL MEMBER PERFERRED