Job Title: Housing Department Program Assistant I

Department: Housing Department

Reports To: Housing Director

FLSA Status: Full Time, Non-Exempt

Salary: $32,760.00 to $45,500.00 depending on experience

Employee Benefits: Medical, Dental, Vision, and Vacation Plans

Mission Statement:
“The Mashpee Wampanoag Housing Department provides safe affordable housing to all Native Americans residing in the Tribe’s service area. We provide assistance and opportunities specific to the needs of Native Americans living within the Wampanoag community by offering the choice to remain in existing housing or return to quality housing provided on Ancestral lands, a place appointed to us by the Creator, and encourage the self-determination and economic independence for all Native American Indians.”

Summary: The Mashpee Wampanoag Tribe is seeking a professional Program Assistant for the Housing Department. The Program Assistant will be responsible with assisting the Director in the implementation of compliance procedures necessary for housing client program participation. Processes all applications for housing department services. Perform a variety of office activities to implement Department of Housing and Urban Development (HUD) programs or other rental assistance programs.

Essential Duties and Responsibilities include the following.
To perform the job successfully, an individual should demonstrate the following abilities:
- Interviews all clients applying for housing department assistance to include rental assistance, down payment assistance, foreclosure prevention, eviction prevention, rental subsidy, home sanitation, and home rehabilitation.
• Assist homeless clients
• Collects documentation and verifies to determine client eligibility for services.
• Prepares approval or denial letters for signature by Housing Department Director
• Drafts and sends denial or approval letters to prospective housing program participants.
• Inputs data in spreadsheet data formatting for reporting purposes.
• Performs various follow-up activities with program recipients.
• Provides outreach and assistance to clients with other housing-related services.
• Maintains and updates housing office filing systems, forms, applications, and program notices to comply with regulations.
• Gathers and compiles financial and statistical information to assist in the production of grants and reports.
• Assist in coordinating services for homeless clients in need of permanent housing.
• Serves as delegated procurement administrator for the Housing Department.
• Updates and maintains both electronic and hard copy client files.
• Submit referrals to other Mashpee Wampanoag Tribal departments and external community resource providers.
• Travel and attend trainings and meetings on-site and off-site.
• Represent Housing Department at a variety of meetings.
• Performs other duties as assigned by Housing Director.

Competencies:
• Maintain confidentiality.
• Conceptual understanding of mathematical concepts.
• Attendance/ Punctuality – Consistently arrive to work on time.
• Speak clearly and persuasively in positive or negative situations, maintain composure and a positive attitude.
• Ability to communicate effectively in writing and orally.
• Ability to perform mathematical computations including ratios/ projections/ percentages/ factoring.
• Show respect and sensitivity to Tribal citizens and Tribal culture.
• Follow policies and procedures; Complete administrative tasks correctly and on time.
• Exhibit sound and accurate judgment, trouble-shoot, and strategize for solutions.
• React well under pressure; Treat others with respect regardless of their status or position.
• Excellent analytical and problem solving skills.
• Strong Public Relations skills
• Knowledge of basic grant and contracting process for government agencies.
• Proficient in Microsoft Word, Excel, and Access and/or other data base programs.

Experience and Education
High School diploma or its equivalent (GED) and minimum of 3 years of experience in Low-income housing, other Low-income family programs, Social Work, Human Services, or related field or a combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job. Minimum 3 years administrative office support.
Additional Requirements:
Must possess a valid driver’s license. Must submit and pass a comprehensive background check. Must be able to travel for official business on occasion. Must be able to attend meetings evenings and/or weekends on occasion and as needed.

Apply by sending application, resume, and cover letter to:

Human Resources
Mashpee Wampanoag Tribe
483 Great Neck Road
SouthMashpee, MA
02649
Or
Kayla.Gomes@mwtribe-nsn.gov

Preference given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472)