

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Coordinator I (Client Services)

EXEMPT: No	JOB CODE: 4-TS T5
TARGET SALARY: \$13.56 to \$15.95/DOQ	SHIFT: M-F 8 to 5
PROGRAM: Housing	LOCATION: Housing
REPORTS TO: Assistant Housing Director	

SUMMARY: Responsible for the coordination of services such as, weatherization, repair and rehab and homebuyer programs. Coordinates with outside funding sources to identify partnerships for individual clients. Conducts client outreach, intake and initial screening for housing related services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Maintains thorough and current client files. Knowledgeable of programs and eligibility requirements. Conducts eligibility interviews and screening for Client Services Programs (i.e. Weatherization, HIP, USDA and any other Client Programs that may come up). Provides information and referral for other community services.

Verifies documentation and evaluates eligibility status, notifies clients, schedules assessments, reviews and certifies files.

Maintains files on program requirements from funding sources.

Provides in-office and in-home Energy Conservation Education (Con-Ed) to clients and community. At times may be required to assist with group Con-Ed trainings.

Assists clients in installing "low-cost/no-cost" energy conservation measures such as compact fluorescent light bulbs, low-flow showerheads, faucet aerators, etc.

Conducts "pre-screening" of eligible client homes for possible additional services under Weatherization and other programs.

Conducts program outreach and marketing activities to solicit participation in programs.

Works collaboratively with other program coordinators, weatherization staff, and field staff to ensure that production goals are met.

Performs a variety of moderately complex administrative functions, including record keeping, database management, reporting and assisting with program and project development.

Works closely with the Makah LIHEAP Weatherization Program.

Conducts research regarding latest conservation practices.

Participates in regular coordinator meetings to facilitate efficient communication within the housing department.

Carries out other related duties as assigned.

Develop and maintain periodic newsletters, website, digital photo files and other media as needed to keep the community informed.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

High School Diploma or general education degree (GED).

Associates Degree preferred.

Minimum of two years office or clerical experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Knowledge of correct English usage, grammar, spelling, punctuation, and business letter and report writing.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued may be conducted upon hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

Must be bondable.

OTHER QUALIFICATIONS

OTHER SKILLS AND ABILITIES

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must have a working competence in computer applications and be able to use Microsoft Office, especially word processing, Excel spreadsheets, Internet, e-mail, Publisher and other related programs.

Must have exceptional record keeping skills ensuring filing and maintenance of up-to-date, accurate, detailed client information.

Ability to prepare and submit reports as required.

Ability to establish and maintain effective working relationships with other employees, tenants, and the public, including low-income, elderly, and disabled persons and, to give information regarding grounds, building facilities, and applicable policies and regulations.

Must have strong organizational and time management skills.

Excellent interpersonal skills; ability to interact effectively and respectfully with clients from diverse, low-income populations.

Ability to function as a member of a team, working in collaboration with other staff members.

Strong interest in energy conservation issues and community educations.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms;

climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually very loud.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council

Human Resources

P.O. Box 115

71 Makah Bay Drive

Neah Bay, WA 98357

Fax: (360) 645-3123

E-mail: katherine.thompson@makah.com

OPEN: February 6, 2019

CLOSE: February 20, 2019

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be

applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.