

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Compliance & Enforcement Supervisor**

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<b>EXEMPT:</b> No	<b>JOB CODE:</b> 3-SS T5
<b>TARGET SALARY:</b> \$22.74 to \$25.27/DOQ	<b>SHIFT:</b> M-F 8 to 5
<b>PROGRAM:</b> Housing Services	<b>LOCATION:</b> Housing
<b>REPORTS TO:</b> Assistant Housing Director	

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**SUMMARY:** Ensure compliance within the Housing Services programs to include: program application/management, training, and integration by performing the following duties.

**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.

Responsible for Managed Housing Agreements/Contracts and other programs as related to the clients of Makah Tribal Housing Department (MTHD) by ensuring compliance and enforcement through preparing Demand Letters. Notice of Termination (NOT) letters, compliance notifications, works with Housing attorney as directed, and represents MTHD in court cases ad directed.

Responsible for payment compliance and enforcement of all MTHD programs. Calculates costs associated with rents, including deposits, move-in/move-out, annual/interim certification and recertification, and provides notification to clients/tenants regarding determination.

Ensure client income computations, annual client re-certifications, client credit and /or background checks, and other related research needed to manage the programs are completed and maintained.

Maintain a client application system and coordinate the waiting-list selection process for all MTHD programs requiring a waiting list.

Participates in tenant screening and selection process.

Maintain all applicant, tenant, background/credit, and client files to ensure all client files are in compliance with regulations.

Responsible for drafting and updating MTHD policies and procedures and assist with developing and maintaining desk manuals.

Provide weekly reports to supervisor and responsible for updating quarterly reports.

Assist with identifying and obtaining grant/contracts/funding opportunities as well as the applicable reporting requirements.

Generate and provide both written and verbal reports on all client applications and compliance issues.

Responsible to complete rapid Meth testing for managed housing as needed and schedule formal Meth testing and decontamination of unit as needed.

Assists the Assistant Director and/or the Director with environmental reviews.

### **Administrative Duties:**

- Assists with human resources records; statuses, leave balances, new employee orientation, benefits, accident reports, and workman's comp reports.
- Prepares and tracks processing of contracts and other financial documents.
- Assists with financial reporting and preparation of AJE as needed.
- Reviews and recommends technological and procedural changes to ensure compliance with policy and improve work processes.
- Serves as a lead worker on special projects as assigned by Director and/or Assistant Director.
- Manages and schedules timelines and assists with grant proposals, submissions and grant reporting.

### **Supervisory Responsibilities:**

Directly supervises up to 3 employees within the Housing Department. Carries out supervisory responsibilities in accordance with the organization's policy and applicable laws.

### **QUALIFICATIONS**

#### **EDUCATION and/or EXPERIENCE**

High School Diploma or G.E.D

Two years of program management or relevant experience

Approved 11/06/07  
Revised 04/19/11  
Revised 03/06/12  
Revised 12/01/16  
Reclass 11/06/19  
Revised 10/28/20  
Reclass 10/2024

Two years of supervisory 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.

**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 will be conduct upon hire.

This position is classified as sensitive Tribal position; therefore, applicant must authorize a background investigation in order to be considered for an interview.

**OTHER SKILLS AND ABILITIES**

Computer experience is required. Must have ability to work with programs such as Word, Excel, Powerpoint, and email. Additional software program experience is preferred.

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 the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization.

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

Must have proven experience in writing and updating and be able to develop programs as a team and meet deadlines.

Ability to prepare and submit reports as required.

Ability to identify, address and resolve client complaints and concerns.

Must have strong organizational and time management skills.

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. The employee must regularly lift and/or move more than 20 pounds.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions. The noise level in the work environment is usually moderate.

### **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, Bldg. 71  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [hr@makah.com](mailto:hr@makah.com)**

**OPEN: November 25, 2024  
CLOSE: December 12, 2024**

**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, gender identity, 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.