

Fort Belknap Indian Community
Fort Belknap Tribal Housing Authority
Tax Credit Program
668 Agency Main Street
Harlem, Montana 59526

POSITION: Occupancy Technician
WAGE: Negotiable

STATUS: Full Time, Permanent
LOCATION: Fort Belknap Agency

SUPERVISION RECEIVED: Works under the direct supervision of the FBTHA Tax Credit Program Manager.

SUPERVISION EXERCISED: As Assigned.

POSITION SUMMARY: Perform all case management duties associated with tenant leasing of property including rental assistance with such programs as Section 8 Housing Choice Vouchers, USDA/Rural Development Multi-Family Housing, Low-Income Housing Tax Credit and NAHASDA. Accurately maintains a caseload of program participants under HUD Section 8 Regulations, other program requirements and FBTHA policies and procedures.

DESCRIPTION OF DUTIES:

The following represents the major duties of the position; however they are not intended to be all inclusive. FBTHA Tax Credit Program reserves the right to change, reassign, or combine job duties at any time.

ESSENTIAL JOB FUNCTION:

- 1.) Interviews and processes eligible households for rental assistance and affordable housing programs. Processes the applications and information received from these families and determines their eligibility for the program.
- 2.) Verifies income assets, medical or unusual expenses and assisted dwelling information. Enters data into computer generating rent, utilities allowance and escrow calculations.
- 3.) Counsels applicants with their various housing options. Assists participants in establishing goals and refers participants to other agencies.
- 4.) Arranges for and conducts group/individual briefings that explain the rules and regulations to applicants, participants and owners regarding the various housing programs. Assists applicants and participants needing help in finding a satisfactory unit and with other housing related problems. Provides information about other community resources.
- 5.) Prepares necessary forms and secures signatures to finalize agreements between tenants and owners and FBTHA Tax Credit Program.
- 6.) Reviews incoming requests for lease approval or lease transfers for rent burden and forwards to Program Manager. Advises Program Manager of any problems and prepares necessary paperwork placing eligible participants in the housing programs and on the waiting lists.

- 7.) Maintains tenant contact by phone, mail and in person. Assures that tenants are fulfilling their responsibility in providing accurate verification and timely submission of necessary documents.
- 8.) Performs annual re-certifications as well as computing any interim rent changes. Assists tenants in completing and signing all papers related to housing lease, interims, and annual re-certification, explaining in terms they understand to ensure compliance with program rules. Processes requests portability and complete all work according to established policies and procedures.
- 9.) Establishes, maintains and updates various logs and books related to the orderly maintenance of records. Ensures all computer records of all tenants on caseload are accurate and current. Promptly and accurately maintains all file documentation.
- 10.) Receives and post all rent payments into accounting system. Sends out monthly rent statements. Maintains all rent rolls for tax credit projects.
- 11.) Resolves program abuse allegations. Reviews public records. Investigates as directed. Issues program warnings or notices of termination as warranted. Prepares any grievance hearing information and represents FBHD Tax Credit Program at requested informal hearing.1.3
- 12.) Prepares updated tenant ledgers and rent rates including percentages of vacancy for the month.
- 13.) Performs quarterly and annual inspections as needed.
- 14.) Participates in out-reach including contributions to the owner/tenants newsletter, information meetings and other public relations.
- 15.) Performs other related duties and tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that he/she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- 1.) Knowledge of rental assistance and affordable housing programs.
- 2.) The ability to read and understand technical documentation such as federal housing regulations and associated policies and procedures.
- 3.) The ability to perform and understand basic mathematical calculations such as fractions and percentages.
- 4.) Proven written and verbal communication and interpersonal skills.
- 5.) Reasonable knowledge of the community, social and economic resources available to low income and elderly individuals, with particular emphasis on resources they apply to housing.
- 6.) Proven skills using the computer with emphasis on web-based computer application.
- 7.) Ability to learn and follow regulations, policies and procedures of the FBHD Tax Credit Program, Fort Belknap Housing Department, Montana Board of Housing and USDA/Rural Development and TRAVOIS Asset Management LLC. Ability to work with diverse ethnic and low-income families in a professional manner.
- 8.) Requires previous office experience working with the public in which the following skills were attained: effective telephone skills, ability to deal tactfully with a variety of people under constantly changing circumstances using tact and diplomacy, ability to prioritize tasks and work under minimal direction, ability to understand and follow complex verbal

and/or written instructions, and familiarity with filing system and standard business machines such as copiers, calculators, typewriter, computer equipment, telephone system, fax machine, etc.)

Must be capable of performing light lifting up to 20 pounds while in the office; predominately paper products, small office equipment, files, etc.

EXPERIENCE AND EDUCATION:

Associate degree in social sciences, housing management, property management, preferred but not required.

Three (3) years experience working with low-income, low income housing tax credits, elderly or housing related programs, preferred but not required.

Two years experience in QuickBooks Accounting.

Two years experience in Accounts Receivables.

Any satisfactory combination of education, training or experience that provides the required knowledge, skills and abilities.

Incumbent must be available to work evenings and week-end hours as required and/or needed.

SPECIAL REQUIREMENTS:

Upon hiring, the incumbent must be able to achieve the following goals within one year:

- 1.) Certification for Montana Fair Housing Law and Regulations
- 2.) Certification for Low Income Housing Tax Credits
- 3.) Certification for S.T.A.R
- 4.) Certification for Specialist in Housing Credit Management – Montana Board of Housing
- 5.) Possession of valid Montana State Driver's License.

Submits to a thorough background investigation through law enforcement, previous employer and references. Comply with the Alcohol and Drug Testing. Must possess a valid State of Montana Driver's License.

Must never have been convicted of a felony within the last five (5) years and no misdemeanors within the last year of employment.