The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 05/20/25
CLOSE: 06/04/25

EXEMPT ____
NON-EXEMPT _X__

POSITION DESCRIPTION

POSITION:	**CFS HOUSING SPECIALIST**
RESPONSIBLE TO:	SOCIAL SERVICES DIRECTOR
SALARY:	Step Range: 24-27; Annual/Part-time Benefits Hourly Range: $27.04 - $29.55
CLASSIFICATION:	Non-Management, Regular, Part-Time (30 hours per week)
LOCATION:	Tribal Administration 501 S. Chiloquin Blvd. Chiloquin, Orgon 97624
BACKGROUND:	Comprehensive Level

POSITION OBJECTIVES

The CFS Housing Specialist will be responsible for completing all phases necessary to construct the Village for Healthy Families supportive housing. The desired incumbent will oversee all phases of the project according to the suggested timeline. Within five years, the incumbent shall have the project approved by the Tribal Council, policies approved, funding secured, and begin procurement/construction of the Village for Healthy Families.

MAJOR DUTIES AND RESPONSIBILITIES

1. Conduct initial and on-going research and similar housing models throughout Oregon, as determined by supervisor.

2. Assist in the design and development of the Village for Healthy Families supportive housing campus and its on-site services.

3. Adhere to all Tribal laws and policies to complete all phases of the project.

4. Work in coordination with Contractor to ensure scope of work is completed accurately and timely.

5. Research, plan and report to the CFS Program Manager potential housing development strategies, and public and private funding methods, which meet the needs of the Klamath Tribes.

6. Act as overall coordinator for all aspects of development projects under planning, design, construction, and warranty phases; ensure compliance with building, safety, and environmental compliance.

7. Develop Policies and Procedures for the Village for Healthy Families supportive housing service.

8. Develop a written comprehensive Operations Manual for the Village. This should include preventative maintenance; emergency response; tenant rules; evictions; repairs; rental agreements; storage; etc.

9. Develop position descriptions for all positions needed to operate the Village.

10. Once project is approved, apply for funding to procure/construct and sustain the incumbent's salary after initial five-year project period.

11. Provide periodic progress and cost tracking reports as directed by Supervisor.

12. Prepare and deliver formal presentations. Listen to concerns, suggestions, and recommendations.

13. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of the Klamath Tribes as aligned with The Klamath Tribes' Mission Statemen.t Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The Social Services Director is the immediate supervisor and outlines the overall objectives, priorities, time limits, and resources available. The employee plans and schedules work, handles problems, and completes work using own initiative, exercising judgement according to previous experience. The employee exercises professional knowledge and judgment when interpreting guidelines and applicability. Work is reviewed from an overall standpoint in terms

of meeting objectives, completing tasks and assignments in accordance with laws and regulations.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of methods involved to construct houses, buildings, and other structures.
Knowledge of business and management principles involving planning, delivering presentations, and finalizing comprehensive proposals for funding.

Ability to identify complex problems and review related information develop and evaluate options and implement solutions.

Ability to communicate verbally and in written form to effectively share information, ideas, and concerns.

Must have strong work ethic and initiative; must be a self-starter.

Must be able to evaluate various options, make recommendations, offer opinions, and direction.

Must pay attention to detail and be thorough in completing work tasks.

Must be reliable, dependable, and responsible to fulfill obligations in a timely manner.

Ability to work cooperatively with supervisor, contractor, executive leadership team, Tribal Council, committees, and non-Tribal agencies.

Strong public relation and interpersonal skills. Must have the ability to meet and work with a variety of individuals exercising tact, diplomacy, mature judgment, and pleasant manner.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: ***Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel, Outlook, and work in a networked environment.

- **REQUIRED** demonstrated work experience developing policies, procedures, operation manual, legal documents or related. Emphasis on formal writing structures, grammar, punctuation, and formatting.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.)*

- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.

- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- A bachelor degree in related field is preferred.

- Previous work experience in residential construction.

- Possess knowledge of construction; permits; zoning; utilities; blueprint reading; and energy efficient building designs.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job 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 job 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 PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624

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 a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	**Employee (signature)**