



BAD RIVER HOUSING AUTHORITY

P.O. BOX 57 • Odanah, Wisconsin 54861 • (715) 682-2271 • FAX (715) 682-6818

Job Title: Housing Improvement Plan (HIP) Coordinator
Department: Bad River Housing Authority
Hourly Rate: \$49,000.00 (DOQ)
Full Time: 40 Hrs./Week
Exempt: No/Hourly
Supervisor: Assistant Housing Director
Posting Date: Public
Opens: May 26, 2022
Closes: June 9, 2022, at 4:30 pm

Application Requirements:

- Completed Bad River Housing Authority job application.
- Copy of Driver's License
- Resume with three (3) references and their contact information
- Copy of transcripts, degree and/or certificates, licenses substantiating educational background, professional training, and endorsements.
- Tribal I.D. Card - Copy of applicant's tribal identification card; or if your spouse is a tribal member, a copy of his/her tribal i.d. card.

Summary: The HIP Coordinator focuses on identifying and addressing Tribal Membership and applicable residents' diverse needs and interests and providing appropriate programming and support. The HIP Coordinator's goal is to build community, improve memberships' quality of life, and increase access to opportunities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Build a strong connection with residents throughout each community in the Bad River Tribe's service area.
- Develop a strong sense of community among the residents
- Provide general case management and referral services for all residents in need of assistance linking them to the appropriate resource.
- Establish and maintain relationships with local service providers
- Develop a resource guide
- Identify resident needs.
- Coordinate and facilitate the delivery of identified services to residents and follow up to ensure that residents' needs are being met.
- Collaborate with Tribal, County, and State programs to maximize effective delivery of services and to identify residents who may need special assistance.
- Encourage the participation of residents in organizing events, volunteer programs, and outings and support one another
- Maintain effective communication with residents through monthly newsletters, calendar of events, flyers, e-mails, or other communication strategies.
- Screen and evaluate outside services coming into the buildings to ensure they are in the best interest of residents
- Maintain absolute confidentiality.
- Submit monthly reports to the Assistant Director



BAD RIVER HOUSING AUTHORITY

P.O. BOX 57 • Odanah, Wisconsin 54861 • (715) 682-2271 • FAX (715) 682-6818

- Participate in other assignments as appropriate and demonstrates flexibility in working hours and responsibilities.

Qualification Requirements: To be successful, an individual must be able to perform each essential duty satisfactorily and the organization must realize tangible results in the form of grants received and projects satisfactorily progressing in a timely fashion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- Associates degree plus one (1) year of experience in programming and/or provision of social services
- Prior experience in the nonprofit housing and community development sector is strongly preferred.
- A bachelor's degree in a related field is preferred.

Other Skills and Abilities:

Required:

- This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Housing Authority Automobile insurance.
- Strong attention to detail and advanced problem-solving skills
- Self-starter, independent worker, able to prioritize multiple tasks, and deadline-driven
- Professional, well organized, and able to handle a variety of duties simultaneously
- Positive attitude and excellent interpersonal skills

Background Check:

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
- This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Housing Authority Automobile insurance.

Language Skills:

- Excellent written and oral communication skills

Reasoning Ability:

- The candidate applying for this position must have experience and demonstrate reasoning ability when working with clients and the community.
- Problem-solving skills including deductive reasoning.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent will work primarily in an office setting. The noise level is usually moderate. The office climate is temperature-controlled.



BAD RIVER HOUSING AUTHORITY

P.O. BOX 57 • Odanah, Wisconsin 54861 • (715) 682-2271 • FAX (715) 682-6818

Hiring Preference:

- Indian Preference: Under Bad River Housing Employment Policy HA 2000.20 Indian Preference Policy
- The statement, preference will be given in the following order of priority:
 - Qualified Bad River Tribal Member
 - Qualified Indian spouse of a Bad River Tribal Member
 - Qualified other members of a federally recognized Indian tribe
 - Qualified Non-Indian spouse of a Bad River Tribal Member or federally recognized tribe
 - Qualified Non-Indian

Drug-Free Workplace Act in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Housing Authority and Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov