

BLACKFEET HOUSING EMERGENCY RENTAL ASSISTANCE PROGRAM

Project Director Job Description

The project director is responsible for overseeing all staff and Contractors who are assigned certain tasks to complete in order to insure the Blackfeet Housing Rental Assistance Program is a success. The job of the project director will involve creating schedules and work flows and following up with workers to ensure that each phase of the project proceeds as planned. Do all required reporting to Department of Treasury, Administration, Board and Tribe.

Position Description:

The project manager supervises staff and Contractors in each phase of the project, and keeps upper management informed as to how the project plan is progressing.

Essential Duties and Responsibilities of a Project Director

- Coordinates the efforts of various workers in order to ensure that required tasks can be accomplished
 - Develops a timeline for the completion of certain milestones for the BH ERA program
 - Creates a budget for the completion of a particular job, and monitors the amount of money spent in order to ensure the project does not exceed this amount
 - Recommends changes to the project that is ongoing if it appears it is not proceeding on schedule or is producing unsatisfactory results
 - Develops an alternate course of action for completing the project should the initial plan fail
 - Makes presentations to the Board and executive director concerning different phases of the project
 - Reviews proposals and recommends approval or denial of them
 - Contracts with outside entities for support on an as-needed basis
- Does all reports to Department of Treasury, Administration, Board and tribal Council.

Required Knowledge, Skills, and Abilities

- Is able to foster a sense of team spirit
- Communicates well and relays information in a timely manner
- Has good budgeting skills and is able to reduce costs without making adjustments that would affect quality
- Knows what is required in order for the project to be completed, and has realistic expectations as far as meeting deadlines go

Education and Experience

Bachelor's degree in business, economics or communications preferred. At least two years of experience in program direction or management.

Work Environment

The project manager will spend a majority of their time in the office with travel to areas with significant Blackfeet Tribal member populations. This position is Temporary Full Time that will end when the funding runs out or is recaptured by the U.S. Treasury Department. This position is salaried and requires anywhere from 50 to 60 hours of work per week, which can include nights and weekends.

Salary

The salary of a project director is \$27 per hour with a possibility of a bonus at the end of the project.

M

APPLICATION PROCESSOR

JOB DESCRIPTION

Responsibilities:

POSITION RESPONSIBILITIES:

- Perform administrative tasks to move applications through the approval process.
- Prepare and sorts source documents, and identifies and interprets data to be entered.
- Contact preparers of source application documents to resolve questions, inconsistencies, or missing data, as needed.
- Input source alphabetic, numeric and symbolic document information into system to create client profile (client specific information) following format specified in application for Emergency Rental Assistance.
- Compare data entered with source documents, or re-enter data in verification format on screen to detect errors.
- Interact with ERA Director Client, Housing Staff, Landlord, Utility providers and others as necessary.
- Report Adverse Events and/or Complaints to ERA Director.
- Assist clients in securing financial assistance via ERA program, as needed.
- Perform client level benefit verifications.
- Coordinate prior authorizations based on payer guidelines and in compliance with law, regulations or guidance following established process guidelines.
- Execute day-to-day operations specific to the ERA program.
- Maintain client confidentiality at all times.

Qualifications

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- Two (2) years of work experience in application processing, data entry, compliance or related field
- One (1) year of work experience in a customer service or customer focused role
- Experience with benefit investigations
- Must have proven ability to provide consistently high-quality of service

realize their other program goals. Identifies and obtains supportive service resources for clients to help them overcome barriers to increase self-sufficiency. Performs program administrative functions such as conducting meetings, keeping records and preparing letters and reports.

Knowledge, Skills, and Abilities

Supervision Received and Exercised

1. Considerable knowledge and experience working as a social services case manager working with Works under the supervision of the Emergency Rental Assistance Project Director. vulnerable populations.

2. Understanding of the unique challenges experienced by the ERAP population,

such as mental health, addiction, trauma and physical health issues.

Job Description

3. Demonstrated application of trauma-informed care and harm reduction principles.

4. Considerable knowledge of the principles and practices of case management provision, including

motivational interviewing, service plan development, service coordination, and monitoring.

5. Working knowledge of financial literacy principles, mainstream benefits, and community

agencies.

6. Skills to provide effective customer service and work collaboratively with program participants

and staff of diverse backgrounds.

7. Skills to work cooperatively and develop effective working relationships with co-workers, other

management plans to meet client needs.

8. Ability to perform basic math calculations.

9. Conduct in-office case management services as well as home visits to ensure program

rules are clearly understood and being followed.

10. Ability to communicate effectively, both verbally and in writing, to a wide variety of people and

audiences, including clients, staff, and the public.

11. Ability to use Microsoft Word with proficiency.

12. Ability to use Microsoft Excel with proficiency.

13. Provide counseling and education in life skill areas such as housing, parenting, employment, education, financial fitness, public assistance, food stamps and nutrition.

14. Maintain accurate and up-to-date program files and client trackers. Track program activity