

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
(406) 675-2700  
PERSONNEL OFFICE FAX: (406) 226-2562  
WEBSITE ADDRESS: [csktribes.org](http://csktribes.org)  
E-mail [carla.matt@cskt.org](mailto:carla.matt@cskt.org)**

**\*\*\*\*V A C A N C Y   A N N O U N C E M E N T\*\*\*\***

**TITLE:** Affordable Homeownership Assistant  
**LOCATION:** Salish Kootenai Housing Authority – Pablo, MT  
**SALARY:** \$15.66 - \$18.00 per hour, plus benefits  
**CLOSING DATE:** Thursday, December 12, 2024 at 5:30 p.m. (MST)

**This Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

This position is an integral part of the Housing Resource Department and is responsible for assisting Housing Resource Staff with various duties. Duties include but are not limited to the following:

Complete an intake interview with applicant for the Flathead Finance Program.

Responsible to know all requirements of the Flathead Finance Program and must be accurate in qualifying clients for the program. Receives and verifies all information on applicants for all programs for the Flathead Finance Program insuring that applications are complete, setting up client files and entering into the computer data system. Notify applicants of acceptance or denial of the program after approval of the Affordable Homeownership Coordinator.

Assist with the Flathead Finance Program Homeownership class and Post-Purchase class. Must be in attendance for all scheduled classes and work with the Affordable Homeownership Coordinator in coordinating dates and times for the class. Helps prepares all materials for each class, coordinates presenters, and food options under the direction of the Affordable Homeownership Coordinator.

Develop education materials to inform families of available resources. Develop an ongoing advertisement campaign to update information.

Assist in providing training for Financial Literacy and Home buyer education including counseling regarding Predatory Lenders. Assist Affordable Homeownership Coordinator with one-on-one counseling. Work with the Low Rent Occupancy staff to graduate renters to home ownership. Work with Transitional Living Center clients in attaining housing, providing home-ownership and financial literacy classes.

Coordinate with Tribal Land, BIA, Housing Authority, Banks and Tribal Credit in processing documents. Follow up on possible foreclosures.

Provide home maintenance counseling and information to successful and potential homeowners. Assist clients in filling out initial paperwork for financing programs.

Make home visits when necessary

## **MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:**

**Necessary Special Requirements** - Must have a valid Montana Driver 's License without any alcohol related convictions in the past 3 years. Must be willing to travel out of the area for training as needed. Must be willing to travel out of the area for training as needed to obtain necessary certification to become a Neighborworks Center for Homeownership Education and Counseling Counselor, National American Indian Housing Council Home ownership Counselor, HUD certified Homeownership counselor and other certificates that may be required for the position by the time frame outlined by the funding agency. Keep all certificates up to date and in compliance with Housing Authority funding sources and partners.

**Knowledge** - Must have knowledge of general office practices; all office equipment, spreadsheets, word processing and other general office software; Reservation programs; confidentiality guidelines; filing procedures and basic communication skills.

**Skills** - Must have skills in the operation of various office machines including computers and computer programs. Must have one-on-one counseling skills.

**Abilities** - Ability to work independently; ability to communicate verbally or in writing. Must have the ability to work with the general public in stressful situations. Must have the ability to coordinate and maintain office. Ability to interpret applicable procedures for homeownership. Ability to understand, retain, and interpret policies and procedures of the Housing Authority.

### **SUBMIT:**

1. Completed Tribal employment application.
2. Copy of academic transcripts, applicable certifications, etc.
3. Copy of driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or [personnel@cskt.org](mailto:personnel@cskt.org)

**FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS**

**FOR MORE INFORMATION: Contact Michelle Morigeau (406) 675-4491 Ext. #1507**