



## **Regional Housing Authority**

### **PROGRAMS COORDINATOR**

#### Position Description

#### **I. Summary:**

This position administers Tribal Services programs as assigned, including but not limited to the Low-Income Home Energy Assistance Program (LIHEAP) and Low-Income Home Water Assistant Program (LIHWAP) block grants, Emergency Home Repair Program (EHRP), and Emergency Rental Assistance Program.

#### **II. Authority:**

The position functions within the THRHA Department of Tribal Services & Outreach and operates under the supervision of the Director of Tribal Services & Outreach. This position is granted authority over the assigned Tribal Service programs that serve clients throughout Southeast Alaska.

#### **III. Duties and Responsibilities:**

- Incumbent is directly responsible for preparing and submitting applications for the assigned Tribal Service programs with each applicable granting agency as well as any other complementary related partnering agency, program, and/or Tribe(s) determined both possible and appropriate; and
- Prepare, monitor, and submit timely reports for assigned Tribal Services program with funding agency. This includes preparing an overall and detailed budget for as well as annual schedules to outline necessary benchmarks for each program; and
- Process applications and maintain records sufficient to fulfill programmatic documentation requirements of assigned Tribal Service programs; and
- Recommend changes to policies and procedures to direct supervisor in order to comply with grantors or to improve internal operations for an improved program execution and delivery; and
- Coordinate and acquire necessary THRHA interdepartmental and external Tribal cooperation in gathering information as well as acquiring all resolutions necessary to acquire grants and deliver services; and
- Assist Director of Tribal Services & Outreach to negotiate rates and terms for energy and utility contractors and recipients while also monitoring and enforcing program compliance and issue appropriate check requests and payment approvals as needed; and
- Develop outreach plans for assigned Tribal Service programs to ensure that both participants and providers are aware of program availability, policies and procedures; and

- Assist Director of Tribal Services & Outreach to identify measurable outcomes for each assigned program and report data on a regular basis. Provide training and guidance to other THRHA staff that are called upon to assist you, as needed in the delivery of program services; and
- Submit all necessary reports required of grantors in order to fulfill the programs in the incumbent's purview; and
- Provide supervisor with a brief biweekly progress statement that states your accomplishments during the timeframe, including a final report which includes goals and challenges anticipated for the then coming quarter; and
- Other duties as required.

#### **IV. Required Knowledge, Abilities and Skills:**

- Ability to work independently with minimal oversight.
- Must be able to coordinate with inter and external partners to complete task
- Effective public speaking and presentation skills.
- Ability to read, comprehend, explain, and implement written procedures.
- Working knowledge of business practices, correspondence and typing formats, including correct English grammar, spelling, and punctuation.
- Ability to create aligned with or create filing and record keeping systems.
- Must be able to monitor data entry for quality data-informed decisions.
- Must be knowledgeable with the NAHASDA and OMB regulations.
- Ability to perform complex data entry tasks.
- Working knowledge of MS Office Suite software and the use of computer systems including databases.
- Must be able to communicate clearly and accurately with a variety of individuals.
- Must have a valid Alaska State driver's license
- Strong customer service skills.
- While performing the duties of this job, the employee is regularly required to:
  - Talk or hear;
  - Sit for extended period;
  - Kneel;
  - Crouch;
  - Reach
  - Push and pull
  - Lifting up to 30 pounds

#### **V. Minimum Qualifications:**

Must have 5 years progressive experience administering grant programs with a preference toward low income assistance programs.

#### **VI. Grade Level:**

Grade 12

Exempt

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by:

Supervisor/Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Revised (December 2021)