

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
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PABLO MT 59855  
(406) 675-2700  
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**\*\*\*\*V A C A N C Y   A N N O U N C E M E N T\*\*\*\***

**TITLE:** Home Improvement Program Coordinator  
**LOCATION:** Salish Kootenai Housing Authority – Pablo, MT  
**SALARY:** \$24.68 - \$28.37 per hour, plus benefits  
**CLOSING DATE:** Thursday, January 30, 2025 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 a key participant in the preparation and submission of the housing rehabilitation grants administered by the Salish and Kootenai Housing Authority. The position is responsible for implementing and administering rehabilitation work plans and weatherization programs under the Home Improvement Program (HIP), Indian Community Development Block Grant (ICDBG), and various other home improvement and weatherization grants following procedures and guidelines. Work activities include but may not be limited to the following:

**Rehabilitation** - Monitor the waiting list to ensure the notification of customers after selection is accurate and prompt. Responsible for assuring all contractor concerns are adequately addressed and resolved prior to implementation of the Work Plan; and that work is progressing as stated.

Responsible for entering each contract in Navision's financial data base prior to the work plan being bid out to contractors, also prompt submittal of change orders into the financial system during the contract period.

Schedule Manager Committee meetings for approval of applications; prepare the agenda and schedule applicants, who request to meet with the Committee, ensure the Committee is up to date on all progress of the HIP Program.

Responsible to monitor expenditures for all rehabilitation projects and prepares a report for the Resource Manager. Refer all administrative concerns to the Housing Resource Manager as needed.

Assist the Housing Resource Manager in submitting any grant applications, and typing information into a suitable format.

**Weatherization** - Administer, monitor, and track activities associated with weatherization grants, in conjunction with the Montana Conservation Corps and any other grants that may be implemented through the Salish & Kootenai Housing Authority.

Receives applications for weatherization assistance from homeowners, checking for completeness and eligibility. Ensure that the development and implementation of customer files are completed with accuracy. Ensures point calculations on each applicant, eligibility, and notification of applicants are completed in a timely manner.

Work closely with the Housing Authority Inspectors helping bridge the communication between the client and Inspectors.

Ensure all requirements as per the State of Montana Weatherization standards are regulated and followed. Keep updated on all State & Federal Weatherization guidelines, ensuring all pertinent information is passed along to both the Lead Inspector.

Responsible for attending required training required by the funding source.

Work closely with the weatherization contractor/s by preparing a list of clients they are to work with and all accurate contact information is prepared for the contractor. Make sure to be present at the final QCI inspection on all weatherization jobs.

Pursue all funding opportunities presented through the Federal & Tribal Weatherization Programs. This includes assisting the Housing Resource Manager with any proposals or grant applications through the Weatherization Programs.

Submit financial and demographic reports to the funding agency as required. Prepare close-out documents for audit as required.

Performs all other related duties as assigned.

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

1. AA degree and three (3) years' experience as a program coordinator with two (2) years' experience as a supervisor. Two (2) years' experience in administering grant programs or related educational experience.
2. Must have a current, valid Montana Driver's license and be willing to travel out of the area for training if needed. Must have had no alcohol-related convictions in the last three years.

#### **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**