

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
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:** Affordable Homeownership Assistant

**LOCATION:** Salish Kootenai Housing Authority – Pablo, MT

**SALARY:** \$16.76 - \$19.26 per hour, plus benefits

**CLOSING DATE:** Monday, December 8, 2025, 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:

- Conduct comprehensive intake interviews with applicants for the Flathead Finance Program to assess initial eligibility, gather required documentation, and provide clear information on program guidelines, processes, and expectations. Ensure a welcoming, professional, and confidential environment to support applicants in successfully navigating the intake process. Communicates program decisions—approval or denial—to applicants following final determination by the Affordable Homeownership Coordinator.
- Provides comprehensive support for the delivery of the Flathead Finance Program's Homeownership and Post-Purchase Education classes. Responsibilities include collaborating with the Affordable Homeownership Coordinator to schedule class dates and times, ensuring alignment with program needs and participant availability. Prepares and organizes all necessary class materials, including handouts, presentations, and registration forms. Coordinates with guest presenters and facilitators, confirming their availability and managing logistics. Assists with arranging refreshments or meals for attendees as appropriate. Attendance at all scheduled classes is required to provide on-site support, ensure smooth execution, and address any immediate participant or instructor needs.
- Collaborates with key stakeholders—including Tribal Land Offices, the Bureau of Indian Affairs (BIA), the Housing Authority, local banks, and Tribal Credit departments—to facilitate the accurate and timely processing of documentation related to land status, mortgage approvals, and homeownership transactions. Ensures effective communication and coordination between agencies to support client needs and program compliance. Monitors and follows up on accounts at risk of foreclosure by maintaining regular contact with lenders, reviewing client files, and assisting in identifying potential intervention strategies or support services to help clients retain homeownership whenever possible and make home visits when necessary

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

- AA degree in Human Services or two or more years' experience in providing budgeting and/or literacy training. Two or more years working with the public and/or one-year experience with homeownership classes. Be able to communicate and teach budgeting and financial skill. Knowledge of homeownership resources, mortgage procedures and legal procedures.
- 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.
- Must have skills in the operation of various office machines including computers and computer programs. Must have one-on-one counseling skills.
- 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.
- Must possess a valid Montana Driver's License with no alcohol-related convictions within the past three years. Willingness to travel outside the local area as required to attend training sessions. Commitment to obtaining and maintaining necessary certifications, including but not limited to: NeighborWorks Center for Homeownership Education and Counseling Counselor, National American Indian Housing Council Homeownership Counselor, HUD Certified Homeownership Counselor, and any other certifications mandated by funding agencies. Responsible for ensuring all certifications remain current and compliant with the requirements set forth by the Housing Authority, funding sources, and partner organizations within established timelines.

### **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**