



# Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, Alaska 99639

Phone: 907 567-3313 / Fax: 907 567-3308

E-mail: ntc@ninilchiktribe-nsn.gov

ninilchiktribe-nsn.gov

## VACANCY ANNOUNCEMENT

### NINILCHIK INDIAN HOUSING PROGRAM (NIHP) ASSISTANT

---

**ANNOUNCEMENT DATE:** April 29, 2021

**CLOSING DATE:** When Filled

**POSITION TITLE:** NIHP Assistant

**POSITION BEGINS:** Immediately

**POSITION TYPE:** FT/Permanent/ Dependent on Funding

**SALARY:** DOE

---

**POSITION SUMMARY:** Due to the COVID-19 pandemic, this position is required to assist the NTC Housing Director to implement the Emergency Rental Assistance (ERA) Program. The NIHP Assistant will work directly with the NTC Housing Director to become familiar with the program and assist clients in need of ERA. This position will also assist with current Housing programs, including future programs such as the Tribal Homeowner Assistance Fund.

#### **ESSENTIAL FUNCTIONS:**

- Receive and direct incoming and outgoing mail. Receive and direct incoming faxes/emails.
- Handle typing and filing of forms, necessary procurement requests, reports and correspondence as directed. Ensure the accuracy, neatness, spelling, punctuation and proper format of all reports and correspondence.
- Maintain filing systems.
- Take and refer incoming calls and place outgoing calls as directed.
- Works directly with prospective program participants on the Housing programs.
- Determines programmatic needs, evaluates current services, and makes recommendations concerning required changes.
- Attends pertinent trainings, as budget permits.
- Maintains a neat office for representation to the public.
- Provides non-confidential information to members and visitors, including applications for all housing assistance programs available through NIHP.
- Completes income verifications for applicants.
- Works cooperatively with all NTC staff to ensure the success of the NIHP.
- Works directly and indirectly with HUD and other housing entities in implementing the ERA, Tribal Homeowner Assistance and other NIHP programs, including working with these agencies to look at possibilities to correlate programs and services.
- Timely submission of semi-monthly timesheets.

- Performs other duties as prescribed by the NTC Housing Director and/or Executive Director, including his/her appointed designee.
- This position is under the direct authority of the Ninilchik Traditional Council Policies and Procedures.

**JOB REQUIREMENTS:**

- Confidentiality, honesty, diplomacy and an ability to deal with all people, organizations and Tribes on a professional level.
- Ability to communicate effectively orally and in writing with excellent filing skills and an ability to work independently at times.
- Possess computer skills with current technology, proficient in the use of Microsoft Word, Excel, and Access.

**STATEMENT OF QUALIFICATIONS:**

- Must be 18 years of age or older.
- Must possess a drivers license and Current Insurance coverage.
- Must have strong interpersonal skills and strong organizational skills.
- Must have the ability to maintain neat and comprehensive records and files.
- Must pass pre-employment drug test and will be subject to ongoing testing in accordance with NTC policies and procedures.

**INDIAN PREFERENCE:**

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

**OTHER:**

This position will be under the direct supervision of the NTC Housing Director. All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

**APPLICATIONS:**

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at [www.ninilchiktribe-nsn.gov](http://www.ninilchiktribe-nsn.gov) . Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

Contact Information: Ninilchik Traditional Council  
 P.O. Box 39070  
 Ninilchik, AK 99639  
 Phone: (907) 567-3313 ~ Fax: (907) 567-3308  
 Email: [ntc@ninilchiktribe-nsn.gov](mailto:ntc@ninilchiktribe-nsn.gov)

***Concurrent Out/In House Posting***