

## Pit River Tribal Office

36970 Park Ave  
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[www.pitrivertribe.org](http://www.pitrivertribe.org)



## Human Resources Dept.

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### Position Description

**Title:** Housing Locator  
**Department:** Social Services  
**Reports To:** Social Services Coordinator  
**Classification:** Full Time  
**Pay:** \$22 to \$25 DOE

#### Job Summary:

The primary goal of the Housing Locator is to locate affordable housing units that meet the needs of program participants. This includes developing and maintaining relationships with landlords and rental properties and providing ongoing landlord retention services. The Housing Locator will work with program participants and their housing case manager to understand the needs of program participants in order to locate appropriate housing opportunities. The Housing Locator's primary job is to establish and nurture relationships with landlords and property management companies to create housing opportunities for program participants. Position is funded through CDSS Bringing Families Home Grant.

#### Essential Duties and Responsibilities:

The Pit River Tribe is committed to community service and the wellbeing of its members. Because of this, each employee may be expected to perform a wide range of office and field duties relating to this position

- Conducts outreach and marketing for new landlords and property providers.
- Creates housing stack/inventory by identifying available affordable housing units that match the needs of program participants.
- Conducts needs assessment to identify client's housing needs and barriers to Permanent Housing.
- Develops housing search plans with all program participants and case workers.
- Conducts housing search services to ensure clients secure permanent supportive housing within required contractual time frames.
- Manages landlord incentives.
- Serves as primary point of contact for landlords and property providers.

- Acts as a liaison between landlords, the housing authority (if applicable), the case management team, and participant.
- Addresses issues related to maintenance, health, safety, housing quality standards, rental payment, etc.
- Conducts unit inspections (pre and post housing).
- Maintains proactive communication with landlords/property managers.
- Assesses damages to units and arranges for repairs.
- Educates landlords and program participants on landlord tenant rights.
- Works in close partnership with the housing case management team to understand the needs of program participants as it relates to housing units, ensuring document readiness, and supporting program participants to secure and retain housing.
- Provides on-call services for landlords, property managers and/or realtors involved in housing clients.
- Prepares, maintains, and updates clients' hard case files/e-files related to the case for review and record keeping purposes. Ensures timely completion of client case notes.
- Models Pit River Tribe's approach, mission, and core values (including Housing First and Harm reduction) in all communication, correspondence, community events, coalitions and advocacy efforts.
- Other duties as assigned.

**Qualifications/Desired Knowledge:**

- Experience in or high level of comfort with sales/marketing approaches.
- Experience/comfort working with individuals who are homeless or at risk of being homeless (e.g., individuals, families, children, Veterans, etc.)
- Strong client customer service skills, including working from a trauma-informed perspective with clients.
- Demonstrate commitment to serving low-income people and/or people
- Two years of experience in the human services, social work, real estate, marketing/sales, or related field.
- Ability to respond to landlords and clients in a calm, empathetic and professional manner while courteously directing the conversation to the pertinent issues.

- Excellent written and oral communication skills.
- Ability to work independently as well as support team efforts, and to strategize and plan so as to timely and consistently move applications forward across multiple case timelines.
- Excellent organizational skills to handle individual caseload.
- Microsoft office skills.

**Requirements:**

- Must possess a high school diploma or equivalent, and have a background in administrative program work.
- Must have a minimum of one-year office environment experience.
- Must have a demonstrated ability to communicate effectively with governing boards, management team members, and professional colleagues, regarding employment practices.
- Demonstrated ability to motivate and empower others, to make positive impacts on attitudes and self-esteem, and to maintain effective working relationships with culturally diverse groups in a wide range of professional interactions.
- Demonstrated ability to define problems, collect data, establish facts, and draw conclusions; ability to analyze and interpret an extensive variety of information, communicate findings and recommend solutions to the Social Services Coordinator.
- Must have demonstrated abilities to initiate and follow through on complex tasks, manage time, and meet deadlines.
- Adhere to all PRT policy including confidentiality.
- Must successfully pass a pre-employment drug and alcohol screening, and be willing to submit to a criminal background check.

**Licenses:**

Must possess a current and valid California Driver's License with a record acceptable to the PRT Policy and insurance carrier

**Working Conditions:**

Work is performed in a small office with limited storage, filing and work space. Frequent interruptions may occur from staff and community members.

**Working Environment:**

The environment involves the usual risks and stress of an office environment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice

**Indian Preference:** Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

**Knowledge of Pit River Tribe:** this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

**Other related duties as assigned:** The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

**All candidates:** Please submit PRT Application, resume, cover letter and 3 professional references for verification of past employment history.