



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Intake Specialist/Receptionist

Lummi Housing Authority (LHA)

****Re-Advertise****

OPEN: September 29, 2022

EXEMPT: No

SALARY: 17/hr. DOE

SHIFT: Day

LOCATION: LIBC Administration

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Lummi Housing Authority

DEPARTMENT: Housing

SUPERVISOR: Accts. Receivable/Intake Manager

VACANCIES: 1

JOB SUMMARY: The main responsibility of the Intake Specialist is to be the initial contact for all applicants to Lummi Nation Housing Authority. In this role, the Intake Specialist will be responsible for receiving applications, maintaining all waiting lists, as well as maintaining the main phone lines and greeting incoming clients at the front door.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Maintain the main phone lines, take, and transfer calls as they come in throughout the workday. Take messages and forward messages where needed.
2. Accept, date stamp, review and verify all applications for completion including recertifications.
3. Maintain, manage, and update all waiting lists including housing access data base.
4. Responsible for pulling applicants from the waiting list as requested by the AR Intake Manager.
5. Responsible for sending notification letters to applicants on the waiting list accordingly.
6. Administer annual applicant certifications and waiting list updates.
7. Send letters to applicants as needed in order to keep their application updated.
8. Responsible for ensuring all housing forms/applications are readily available at the front desk.
9. Assist when needed in maintain filing system for archiving.
10. Maintain a filing system for incomplete applications.
11. Must be able to coordinate and prepare all related documents for the annual audit.
12. Maintains effective working relationship with applicants, residents, staff, and outside service providers.
13. Must maintain confidentiality of all files and accounts of the Lummi Nation Housing Authority.
14. Assist with the inventory of all office supplies and when more supplies might need to be ordered.
15. Check the fax machines and forward all faxes to the appropriate employee.
16. Accept incoming mail, sort, and forward the mail accordingly in a timely manner.
17. All other job duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED Equivalent with One (1) year of experience as a receptionist OR A.A. degree *preferred*.

- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have computer experience in MS Excel, Word, and Access.
- Must possess the ability to cope with stressful situations firmly, tactfully and with respect.
- Must be able to maintain effective relationships with fellow employees and with citizens with varied racial, ethnic, or economic backgrounds.
- Must have the ability to maintain strict confidentiality at all times.
- Must have a high moral character, which includes honesty and trustworthiness, have integrity, sound judgment and temperate habits.
- Must understand that tribal and federal Indian Preferences policies apply to this position.
- Must maintain a working knowledge of HUD regulations and LNHA procedures and policies.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires Criminal Background Check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.