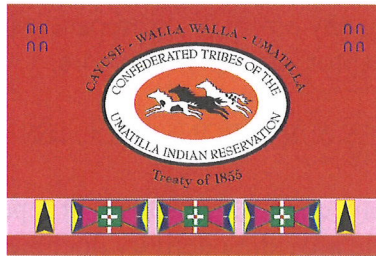


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060



**Re-Advertised**

**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Oregon Housing and Community Services (OHCS) Data Entry Coordinator

**SALARY:** Pay Range: 7  
\$50,000-\$58,098.50 annual DOE/DOQ

**DEPARTMENT:** Dept. of Children & Family Services

**LOCATION:** Nixyáawii Governance Center, Mission, OR

**EMPLOYMENT STATUS:** Full-Time with benefits package.  
Covered Status  
Background check required.  
Non-Exempt  
Covered Status  
*This is a grant-funded position and is contingent upon grant funding.*

**SUPERVISED BY:** OHCS Intake Coordinator

**OPENING DATE:** April 22, 2024

**CLOSING DATE:** May 3, 2024

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

**GENERAL STATEMENT OF DUTIES**

Oregon Housing and Community Services (OHCS) Data Entry Coordinator responsible for a variety of office and field activities to manage and monitor a rapid re-housing/transition-in-place program for families including

performing direct client services and complying with related documentation. Coordinating services for clients who need permanent housing, health care, financial help, or job training.

Responsible for inputting and maintaining accurate information into databases or systems. Responsible for verifying the accuracy of data and resolving any errors or discrepancies. Effective communication skills and proficiency in relevant software are essential for success in this role.

#### EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Complete all appropriate monthly, quarterly, and annual report forms from the HMIS Data System.
2. Maintain a complete working file providing activity documentation and copies of all corresponding paperwork.
3. Ability to screen clients for the Houseless Management Program and assist with applicants to assess clients' needs and to determine eligibility for appropriate resources and services.
4. Assess housing barriers of individuals and families experiencing homelessness to determine housing and service needs.
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6. Develop a housing procurement, financial, and self-sufficiency case management plan with clients. This shall include intake interviews to determine client's needs, goals, and eligibility.
7. Provide mediation and advocacy with landlords on the clients' behalf to develop a workable plan to obtain and or maintain housing.
8. Create and maintain consistent communication channels, both verbal and written, between several parties (i.e. tenant, landlord, referral source, collaborating agencies, debtors and creditors).
9. Provide information and referral assistance regarding available support from appropriate social services agencies and/or community programs.
10. Maintain accurate daily logs records, monthly outcome reports, and files for each client.
11. Transport clients as deemed necessary. Transportation requirements should be limited to housing and job searches and occasional visits to relevant social services agencies.
12. Collect and report program data, including but not limited to HMIS reporting and funders' required data.
13. Assume other responsibilities as assigned that pertain to the scope of work

#### SUPERVISORY AUTHORITY:

None

#### SIGNATORY AUTHORITY:

Purchase Orders

#### ACCESS TO SENSITIVE AREAS:

Will require access to sensitive areas of the department and programs containing sensitive documentation and material such as multiple programs' Case Management files.

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Four-year bachelor's degree in human services, social work, sociology, psychology, or counseling from an accredited university or college AND 1 (one) year of case management and administrative or office experience in social service, human resource, education, or health-related fields.
2. Experience in client engagement, data gathering and reporting, conducting assessments, and case management.

**OR**

3. Two-year associate degree in human services, social work, sociology, psychology, or counseling from an accredited college AND 3 (three) years of case management and administrative or office experience in social service, human resource, education, or health-related fields.
4. Experience in client engagement, data gathering and reporting, conducting assessments, and case management.

**OR**

5. High School Diploma and 5 (five) years of case management and administrative or office experience in social service, human resource, education, or health-related fields.
6. Experience in client engagement, data gathering and reporting, conducting assessments, and case management.
7. Knowledge or understanding of tenant's rights and responsibilities as well as "strengths based" case management.
8. Concentrated record keeping, budgeting, and mathematical skills; ability to produce required reports to federal, state, and local government agencies and funding sources.
9. Demonstrated knowledge of community resources, social service agencies, and landlords.
10. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails, and letters. Must possess and demonstrate good writing, spelling, proofing, grammar, and punctuation skills.
11. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
12. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
13. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
14. Must have extensive knowledge of computer processing equipment and software, including Word, Excel, Outlook, and other Office Suite software. A knowledge of computers and other office technological equipment must be kept current by attending training as directed by the supervisor.
15. Considerable knowledge of general office practices and procedures. Individuals must be highly organized and have good filing skills.
16. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
17. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
18. A test may be administered immediately following the interview appointment.

#### PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, HMIS, TIMS, etc.).
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift 25pounds.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before

commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code.”

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.



2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood, or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

**APPLICANT RESPONSIBILITY**

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
 Office of Human Resources  
 Staffing and Onboarding  
 46411 Timine Way  
 Pendleton, OR. 97801  
 Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, the application package must be post marked by the closing date.**

 \_\_\_\_\_ 4/22/2024  
 Approved: Jue Jue Withers-Lyons, Assistant Director, Office of \_\_\_\_\_ Date  
 Human Resources

**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

