

Housing Director

SUMMARY: The Housing Director will provide housing and maintenance related services for the Cahto Tribe by planning, developing, implementing controlling, and evaluating Cahto Tribal housing and maintenance programs and operations.

Responsibilities and Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction and/or authorization of the Tribal Administrator, the Housing Director will perform the following duties and has the following responsibilities:

Develop and implement a comprehensive housing plan in conjunction with the Executive Committee and tribal membership

Complies with applicable federal, state and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising the Executive Committee on needed actions.

Act as a liaison with the Department of Housing and Urban Development, other governmental entities, private lenders, etc.

Promotes the preservation of tribal culture

Establish and maintain a positive working relationship with tribal membership

Manage and direct all aspects of the department

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees

Identifies staff development and training needs and assures that training is obtained

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to work techniques, office procedures and reporting.

Knowledge of training and supervisory techniques

Knowledge of labor relations

Working knowledge of general, financial and construction administration; inspection, comprehensive housing planning and housing mortgage and financing

Knowledgeable in the use of computers and up to date software

Knowledge of Native American culture

Ability to instruct, direct and evaluate employees

Ability to analyze, synthesize and evaluate a variety of data for use in program development and analysis

Ability to establish program procedures, policies or guidelines and to relate these to objectives

Ability to organize, evaluate and present information effectively

Ability to interpret Tribal laws, rules and regulations relative to the department

Ability to formulate plans, procedures and controls

Ability to maintain favorable public relations

Ability to communicate effectively with others, both orally and in writing,

Qualifications and Skills

EDUCATION / QUALIFICATIONS AND EXPERIENCE

A minimum high school diploma or the equivalent is required and a minimum of five (5) years prior supervisory experience working in the housing field is preferred. Employee must possess leadership ability, and be able to communicate effectively both orally and in writing. The candidate must also possess sufficient experience and training in fiscal, personnel and property management. The Housing director must also be knowledgeable of housing funding and technical resources, applicable government housing regulations and codes, and be able to work with people of various socio-economic levels.

REQUIREMENTS

Must have valid driver's license and be able to meet the minimum insurance requirements regarding driving record.

Must submit to and pass alcohol/drug screening and criminal background check. NATIVE AMERICAN PREFERENCE

Preference is given to qualified American Indians in accordance to the Indian Act, Title 25, U.S. Code Section 472 and 473. Applicants claiming Indian Preference must submit appropriate documentation of Degree of Indian or Tribal Certification by a federally recognized tribe.

EPA Coordinator

Job Summary

Under the direction of the Tribal Administrator the Environmental Coordinator is responsible for assisting with the implementation of the USEPA'S General Assistance Program (GAP) work plan tasks and/or other capacity-building programs being developed. The position provides for the education and training to work in and assist with the operation of the EPA and Natural Resources Department and will work under the direct supervision of the Tribal Administrator.

Responsibilities and Duties

Duties and Responsibilities:

Assist Tribal Administrator in providing research information related to program projects

Assist with environmental education programs, i.e., campouts, agricultural, habitat restoration

Develop and distribute community outreach materials to the Tribal members, including social media, newsletters, flyers and notices

Assist with monthly progress reports to the Environmental Director

Pursue training leading to environmental career development

Drive tribal vehicles to perform job duties on or near tribal properties and to attend regional meetings/workshops as needed

Provide written reports on environmental and public safety issues and conditions

Other duties as assigned and pursuant to GAP and other grants

Keep grant specific records in an orderly, time and deliverable method, as delivered, to allow for ease of access for grant reporting

Collaborate with other internal departments as requested

Make and document all travel arrangements

Qualifications and Skills

Native American Preference: As provided for in the Self-Determination and Education Assistance Act P.L. 93-638

Qualifications, Skills and Abilities:

High school Graduate or equivalent.

Must have completed at least 2 years of college and/or professional courses in environmental science or related fields.

Must possess organizational, analytical, and communication skills.

Proficient in typing and computer operation, including but not limited to use of: email, internet, & Microsoft Office software.

Ability to follow instructions, orally and in writing.

Ability to work cooperatively with others

Ability to travel as necessary to complete job duties.

Must possess a valid California driver's license and car insurance

Must pass drug tests upon hire and random testing thereafter throughout employment

Ability to organize files, documents and other work papers

Ability to maintain confidentiality

Casino Manager; Red Fox Casino

Hours: Full Time

Supervised by: Tribal Administrator

Posted: September 29, 2017

Job Summary: Under the direct supervision of the Tribal Administrator, assists with the operation, management and oversight of a Red Fox Casino. Manage budget controls, staffing, cash, inventory control, merchandising, customer service, and profitability. Assure adherence to all applicable laws, licensing requirements, and Tribal policies and procedures. Manages the casino and works with the Tribal Administrator to ensure maximum profit.

Major Duties and Responsibilities include, but are not limited to the following. Other duties may be assigned.

- Exhibit strong communication skills
- Coach and develop supervisors and associates
- Exceptional customer service skills
- Organizational skills
- Workplace Safety
- Effective leadership qualities
- Responsible for the management of all gaming and non-gaming profit centers at Casino
- Complete understanding of casino operations
- Reliable and predictable attendance is primary function of your job.

Essential Job Functions:

- Expected to work days, evenings, weekends and holidays (Thursday, Friday and Saturday night shifts are mandatory).
- Analyze monthly profit/loss statement, vendor analysis and gaming and retail reports, and recommending action to improve the operation.
- Establishes work schedule in accordance with policy and labor goals, manages overtime hours of Sales Associates and maintains accurate associate timesheets.
- Ensures adherence to county; state; and national gaming and operational laws affecting the Casino's operations.
- Prepares and submits all paperwork and reports in a timely manner.
- Orders merchandise on a timely basis, assuring that proper check-in procedures are followed, pricing is correct and inventory is stocked as required.
- Ensures staff is up to date on all licensing and training requirements.

- Keeps up with all necessary permits and licenses for the location and maintains renewal in a timely manner.
- Ensures that the casino vault is counted and balanced on a daily basis.
- Assists with and makes recommendations to Executive Director regarding hiring, disciplining, coaching, and terminating of hourly associates.
- Ensures adherence to Casino and Tribal policies and procedures.
- Management and development of supervisors and associates through effective coaching and training.
- Conducts at least one night- time competition survey every week or more often if necessary.
- Responsible for controlling cash and all other inventory.
- Enforces company policy with regard to casino drops and vault procedures.
- Follows correct vendor check-in procedure as defined in the Operations Manual
- Protects company assets at all times.
- Ensures that facility is kept clean at all times with specific responsibility being assigned to maintenance personnel.
- Facilitates any repair and maintenance (R&M) issues directly relating to the location upon bid submittal to Tribal Administrator.

Site responsibility:

- Performs all duties with minimal supervision, and may be required to work irregular hours, attend job-related meetings, transfer to other store locations, and other duties as assigned.
- Must maintain all necessary licenses specific to the overall operation.

Qualifications:

- 5 years' experience and/or training or equivalent combination.
- Basic computer skills and knowledge of Microsoft Office.
- Demonstrate the ability to counsel and develop subordinates in a fair, equal, and favorable work environment.
- Ability to perform basic math and calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, gross profit margins and analyze financial statements.
- Ability to speak effectively before groups of customers or associates of the organization.

- Must be willing to take a drug & alcohol screening test and pass
- Must have valid identifications for employment
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Physical Demands:

This position requires an ability to lift and carry up to 50 pounds in stocking and merchandising of store inventory, and stand up to a full eight hour shift, stooping, climbing and bending to stock and inventory merchandise. May require occasional overnight travel. Intermittent exposure to second hand smoke.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Native American Preference- Preference given to qualified Native Americans pursuant to the Indian Self Determination and Education Act, Public Law 93-638.