



**San Pasqual Band of Mission Indians
Position Vacancy**

Position Title: Resource Service Counselor	Posting Date: July 27, 2021
Position Reports to: Housing Director	Employment Category: Exempt
Department: Housing & Community Development	Closing Date: Until filled

Position Summary

The Resource Service Counselor provides critical links between program participants, local resources that can assist them, and Housing & Community Development and property staff. The Resource Services Counselor is responsible for planning, developing, and delivering a broad range of case management and referral services for residents and will tailor the role to meet participants' needs.

Principal Duties and Responsibilities

- Recruit program participants.
- Conduct resident needs assessments.
- Educates residents on available services.
- Make referrals to services and programming.
- Provide case management and coaching.
- Establish and maintain partnerships with local service providers.
- Develop best practices for engaging and working with residents.
- Build partnerships with local service providers.
- Retrieve information and strategies for successfully managing the program
- Develop tools to track progress
- Track outcomes and report to HUD
- Performs general office tasks such as responding to inquiries and preparing written correspondence.
- Responds to residents, staff, and the public's inquiries in a courteous manner, and resolving complaints in an efficient, professional, and timely manner.
- Facilitate and attend meetings or training sessions.
- Other duties as assigned

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.

Qualifications & Skills

REQUIRED EDUCATION / CERTIFICATIONS:

BS Degree in Social Services or BS in Psychology or BS in similar field

EXPERIENCE / QUALIFICATIONS / SKILLS:

Five-year experience working in tribal communities and in the social services background.

Must have general knowledge of operations and procedures in a housing agency.

Experience with federal, state, and local laws regulating any HUD program a plus.

Experience implementing a ROSS program preferred.

Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Housing Authority and HUD.

Comprehensive knowledge of community and supportive resources related to social services and community development a plus.

Must be able to work independently, have good organizational skills, possess strong written and verbal communication skills.

Excellent organizational skills, with the ability to change priorities, as required.

Strong group facilitation and presentation skills.

Posses a valid driver's license and be insurable on the Tribe's vehicle plan.

Individuals who are interested for consideration for the above position should email their resume to hr@sanpasqualtribe.org or submit application to 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. San Pasqual Member Spouse or 1st generation Lineal descendent 3. Other San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.