



6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

## HOME IMPROVEMENT COORDINATOR

### *Job Description*

<b>Department:</b>	Housing
<b>Pay Range:</b>	\$42.70 - \$59.78

<b>Reports to:</b>	Home Improvement Supervisor
<b>Classification:</b>	Full-time/Non-exempt

#### MISSION STATEMENT

*The Federated Indians of Graton Rancheria exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its unique native heritage; to preserve and protect the rights and privileges of the Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all the Tribal Citizens; and to foster the value of education.*

#### POSITION PURPOSE

The Home Improvement Coordinator will be responsible for assisting and supporting the Housing department with the daily activities that support the planning and execution of all home improvement projects assigned through the Elder Aging in Place Home Improvement program. The Home Improvement Coordinator will ensure all projects/activities are executed in a timely manner, and will work with program participants, Aging in Place Specialists, Elder Advocates, and contractors.

#### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Reviews needs assessments to determine prioritized needs for home improvements.
- Prepares scope of work and specification documents to assist in the procurement activities for construction bid and proposal solicitation.
- Compiles and compares construction and rehabilitation cost estimates based on scope of work within FIGR construction program guidelines.
- Compiles detailed job specific information for input into procurement documents.
- Monitors, and evaluates on-site construction projects to ensure appropriate safety precautions, quality assurance, and communications with program participants, participating contractors, subcontractors, vendors, and consultants.
- Conducts construction inspections, prepares communication reports with follow-up items to the appropriate parties, and assures compliance with contract provisions.
- Communicates and corresponds with program participants and contractors, sub-contractors, vendors, and consultants.
- Prepares construction status, field notes and observation reports.
- Maintains electronic filing system for contracts to ensure compliance with FIGR procurement and contracting requirements.
- Compiles and adheres to policies relating to Elder Aging in Place home improvements including but not limited to eligibility of the program participant, feasibility of the project, and suitability of the site.
- Attends meetings, workshops, and training sessions as they pertain to Housing.
- Performs other duties, as assigned.

#### SUPERVISORY RESPONSIBILITIES

None

#### MINIMUM MANDATORY QUALIFICATIONS

- Experience:**
- Four (4) years in residential construction and/or renovation field OR a combination of 2 years work experience and degree in related field.
  - Two (2) years of project management experience, such as project foreman, project coordinator or equivalent.
  - Strong computer skills, specifically Excel.

---

**Education:**                   • High School Diploma or equivalent (GED)

---

**License/Certification:**   • Must possess a valid driver’s license and be insurable under the Tribe’s policy.

---

### SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to exercise sound judgement and possess problem-solving skills involving variables in standardized situations and the ability to make decisions that are varied, and, in many cases, there is no precedent to draw upon.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to adhere to the highest level of professional ethical standards.
- Demonstrate advanced analytical, organizational, and problem-solving skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor own work to ensure quality.
- Demonstrate record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Perform other duties as assigned.

### WORK ENVIRONMENT

**Work environment:**       The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Early morning, evening, and/or weekend work may be required. Limited overnight travel may be required from time to time.

### TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe, and, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) other Native Americans who are members of a Federally Recognized Indian Tribe.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria does not discriminate on the basis of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

### OTHER

**Confidentiality:**           All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

---

**Background investigation:**   This position is subject to a criminal history background check, a suitability background check, and maybe subject to a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

---

**Drug and alcohol screening:**   All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment and will be subject to reasonable-suspicion drug and alcohol testing.

---

***DISCLAIMER: THE INFORMATION IN THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES HIRED FOR THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED, AS A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.***

**ACKNOWLEDGEMENT**

I have reviewed the content of the **Home Improvement Coordinator** job description and have been provided with a copy of the job description. I certify that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

---

---

\_\_\_\_\_  
*Printed name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*