Housing Specialist
Independent Contract Opportunity

The Skokomish Indian Tribe is seeking a well qualified and experienced individual to provide housing model recommendations and develop and implement policies and procedures for our Supportive Housing Program.

This position will work with departmental staff and leadership as well as individuals from other tribal and non-tribal departments and entities.

This is an Independent Contractor position that pays $60 per hour with a not-to-exceed total of $72,000. A good and services contract will be required. Project to be complete on or before August 31, 2021.

Qualifications
The Specialist must be familiar with supportive and recovery housing programs, specifically those serving individuals with substance abuse and other mental health issues. While a Bachelors' degree is preferred, a combination of education, experience and skills adequate to do the work will be considered. The Specialist must have excellent writing and communications skills, be computer literate, well organized and detail oriented. Experience working in Native American communities is strongly preferred.

Project Description
The Housing Specialist will be responsible for researching and presenting a variety of housing models that include no- and low-barrier, as well as others that may align with the program's purpose and community’s needs. The Specialist will be responsible for developing an overview of regulatory requirements and detailed budgets and staffing plans for each model. The Specialist will be responsible for presenting the models to departmental leadership as well as Tribal Council for approval.

Once the model(s) have been approved, the Specialist will ensure regulatory requirements are met, formulate and implement policies and procedures using the Health Department standard template. The Specialist will train staff on the models, policies, procedures and other related areas as required. The Specialist will work with departmental Case Managers to ensure effective and equitable housing assistance is provided as available, as well as disseminate program and project information within the community.
**Funding Source:**
This contract position is funded through a Substance Abuse and Mental Health Services Administration (SAMHSA)-Tribal Opioid Response (TOR) grant CFDA #93.788 awarded to the Northwest Portland Area Indian Health Board with funds provided to the Skokomish Indian Tribe under Contract #C21-23.

This grant-funded project must be completed in compliance with SAMHSA, TOR, Indian Health Services and Skokomish Indian Tribe’s requirements and policies including, but not limited to 2 CFR Part 200, CDC General Terms and Conditions for Non-Research Grant and Cooperative Agreements, HHS Grants Policy Statement and others as applicable, as well as federal and Washington State laws and regulations.

**Application Process:**
Send a detailed resume with references along with a cover letter that details your experience as well as two policies or similar documents that you have formulated.

**Questions:**
Direct questions and/or requests for clarification to Denese LaClair, Health Director at 360-426-5755.

**Additional Work:**
The Skokomish Indian Tribe, at its sole discretion, may extend the contract with the successful proposer to complete additional work without issuing subsequent announcements.