

JOB DESCRIPTION

GROW South Dakota
104 Ash Street East,
Sisseton, SD 57262

Job Title: Assistant Housing Director	
Reports to (Immediate Supervisor): Home Improvement Director	
Revision Date: 5/29/2026	Location: Sisseton – Main Office

Position Overview: The Assistant Housing Director supports the management, administration, and compliance of home improvement and weatherization programs. This role combines leadership support, program oversight, client services, and operational coordination to ensure efficient delivery of housing services and adherence to federal, state, and agency requirements.

Skills – Must have strong analytical, organizational, critical thinking, decision-making, and problem-solving skills with the ability to manage multiple priorities.

Education/Experience – Associate degree preferred; housing or related experience preferred. Relevant experience may be considered in lieu of education.

Responsibility – Assist with program oversight, compliance, reporting, and client services for housing programs.

Complexity of Duties – Must be able to analyze program data, ensure compliance, and coordinate multiple tasks across a variety of programs.

Communication – Ability to communicate effectively with clients, staff, contractors, and partners through verbal and written formats.

Processes – Support application processing, documentation, reporting systems, and compliance procedures.

Confidential Information – Maintain strict confidentiality of client and agency information.

Effort – Full-time 40-hour work week with deadline-driven responsibilities.

Working Conditions – Office environment with occasional travel and flexible hours as needed.

Essential Job Functions

- Assist in providing supervision and administration to Weatherization, Furnace, and Home Improvement programs.
- Support oversight of program tasks, including compliance, eligibility verification, quality control, and timely completion of projects.
- Assist with reviewing and finalizing program files for accuracy, completeness, and compliance.
- Assist with intake, processing, and verification of client applications and documentation.
- Maintain organized and complete client files with all required signatures and documentation.
- Monitor files and activities to ensure compliance with grant requirements and regulations.
- Assist in preparing reports and maintaining accurate data entry in agency systems.
- Coordinate program monitoring activities and required documentation.
- Ensure contractor compliance, including insurance and program requirements.
- Review of invoices, bills, and program-related payments.
- Provide operational support to staff and assist with the coordination of workflows.
- Assist with training coordination and program updates.
- Prepare reports, letters, and documentation in final format.
- Support agency strategic goals and assist with special projects.

Other Job Functions

- Attend trainings, workshops, and meetings as required.
- Assist with reporting, outreach, and program support activities.
- Answer phone calls, assist walk-in clients, and respond to inquiries.
- Proficiency in Microsoft Office and database systems.
- Support agency strategic goals and special projects.
- Perform general office and administrative duties.

Acknowledgment: This job description describes the general nature and level of work. The agency reserves the right to revise or modify job duties and responsibilities as needed. This job description does not constitute a written or implied contract of employment. The Employer may, in its discretion, modify or adjust the position to meet the organization's changing needs.

Employee Signature

Date



104 Ash Street East, Sisseton, SD 57262

Phone (605) 698-7654 Fax (605) 698-3038
 Website: growsd.org Email: info@growsd.org

Application for Employment

Date _____

Name _____ Social Security Number _____

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Email _____

Employment Position Desired _____ Date you can start _____ Salary desired _____

Are you interested in working Full or Part Time? Full time _____ Part time _____

Education History

Schools	Name and location of school	Years attended	Did you graduate	Subjects studied
High School				
College				
Trade, Business or Correspondence School				

U.S. Military or Naval Service:	Rank:
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Subjects or special study/research work or special training/skills:

Are you willing to work overtime if required? Yes _____ No _____

Can you travel if a job requires it? Yes _____ No _____

Do you have a valid driver's license? Yes _____ No _____



How did you hear about this job opportunity? _____

Are you currently employed? Yes___ No___

If so, may we inquire of your current employer? Yes___ No___

Employers (List below last three employers, starting with most current one first)

Month and Year	Name and address of employer	Salary	Position	Reason for Leaving	Work performed and job duties
From					
To					
From					
To					
From					
To					

References (Give the names of three individuals not related to you, whom you have known at least one year.)

Name	Address	Phone #	Business	Years Known

Are you a U.S. Citizen? Yes___ No___

If no, do you have a work authorization number? Yes___ No___

Have you ever been convicted of any felony? Yes___ No___

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? Yes___ No___

If yes, please explain: _____

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Date_____

Signature_____

“The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race and ethnicity of applicants on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below.”

I do not wish to furnish the information.

Race: (Mark one or more)

White _____
Black or African American _____
American Indian/Alaska Native _____
Asian _____
Native Hawaiian or other Pacific Islander _____

Ethnicity: (Mark one)

Hispanic or Latino _____
Not Hispanic or Latino _____

Gender: Male _____ Female _____

_____ Information provided by management