

**RAP Specialist (Stroud) #2017-12** Under administrative direction of the RAP Administrator, provides services to Members, Committees and Employees of the Sac and Fox Nation by receiving program inquires; calls and applications & budget assistance to employees and committees, recording all RAP expenditures to ensure accountability and compliance and reconciling assigned accounts on a monthly basis. Assist in the supervision and coordination of the activities of the RAP Department and RAP programs such as Tribal Energy, Hardship, Health Assistance Programs, Driveway Assistance, Tribal Emergency Home Repair, Requests for Charitable and Local Government Donations and all other RAP programs and services administered by the RAP Department. Interprets and explains rules and regulations governing eligibility, methods of payments and legal rights of tribal members & vendors in relation to programs. Records and evaluates personal and financial data obtained from applicants to determine initial or continuing eligibility. Oversees application processes of programs and submits reports as required. Assists in procedures to grant, modify, deny or terminate eligibility for various services programs. Prepares regular and special reports as required. Coordinates and maintains cooperative relationships with other public and private agencies offering program assistance. Enters all RAP expenditures in the RAP accounting software. Responsible for reconciling assigned accounts on a monthly basis. Assists Committees with RAP inquires. General knowledge of programs available to members of the Sac and Fox Nation through gaming revenues. General knowledge of the principles and practices of social and counseling casework. Thorough skill in dealing effectively with people; in evaluating and choosing appropriate course of action; and in communicating effectively both orally and in writing. Sensitive to the culture and traditions of the Sac and Fox tribal members. High school diploma or GED equivalent Two years of experience in performing technical accounting work; or an equivalent combination of education and experience, substituting 12 semester hours in accounting for the required additional year of experience. Applicant must successfully pass an OSBI/National background check and Drug Screen. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**