

- **Administrative Assistant (Human Services) #2018-30 (Stroud)** Works under administrative direction of the Human Services Director, provides services to tribal members by receiving program inquiries and determination of program eligibility. Assist in the supervision and coordination of the activities of the social services department, self-governance compact programs such as emergency general assistance, direct employment, and low income home energy assistance program (LIHEAP), community services block grant (CSBG), native employment works (NEW) program, supervises the individual Indian monies (IIM) accounts. General knowledge of programs available to tribal members. Knowledge of the principles and practices of social and counseling casework. Skill in dealing effectively with people; in evaluating and choosing appropriate course of action; and in communicating effectively both orally and in writing. 3 years' experience in supervision of subordinates. An equivalent combination of education and experience and able to understand and work with a tribal government environment.