

Position: Human Services Administrative Assistant
Department: Human Services
Supervisor: Human Services Director
Supervises: No One
FLSA Status: Non-Exempt

Position Summary:

Under administrative direction of the Human Services Director, provides services to Native Americans and Sac and Fox Nation tribal members residing in the Sac and Fox jurisdiction by receiving program inquiries and determination of program eligibility.

Duties and Responsibilities:

- Responsible to direct incoming calls to the Human Services Department; RAP Department and Director of Human Services. We receive many daily calls that are for the RAP Department.
- Assist in the supervision and coordination of the activities of the Human Services Department, Self-Governance Compact programs such as General Assistance, Emergency General Assistance, Direct Employment, and Native Employment Works (NEW) program.
- Routinely mails applications, request for documents, application approvals and denials for various programs administered by the Human Services Program.
- Maintains the LIHEAP (Low Energy Home Energy Assistance Program) contract file, grant submission, oversee LIHEAP application process, guidelines, budget, budget modifications, budget overview and narrative.
- Incumbent is knowledgeable of the contents of the scope of work section including the reporting requirements and also the budget line items.
- Files all correspondence and other materials which have been received by the Human Services Department by an approved filing method.
- Adheres to all requirements of the Privacy Act.
- Interprets and explains rules and regulations governing eligibility, methods of payments and legal rights to Native American participants in relation to Human Services 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 procedure guidelines 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.
- Processes Request for Payment for Human Services program participants for payment of services.
- Performs additional duties as assigned by supervisor.

Knowledge, Skills, and Abilities:

- Typing skills at 55 wpm.
- Appropriate knowledge of communications skills and office practices, typing, and typing format, preparation of written correspondence, i.e., reports, field reports, letters and memorandums.
- Knowledge of Privacy Act.
- General knowledge of programs available to members the Sac and Fox Nation and Native Americans.
- Thorough 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.
- Able to understand and work with a tribal government environment.

Education and Experience:

- Completion of at least two years of college.
- High school diploma or GED equivalent.
- Five (5) years experience in secretarial/administrative work with mandatory one year working for a tribal organization.
- Any equivalent combination of education and experience.

Physical Demands

- Majority of work is performed indoors
- Regularly required to sit, talk, or hear; stand and walk.
- Frequently required to use hands to touch/handle equipment, or reach with hands and arms.
- Occasionally required to stand and walk.
- Occasionally lift and/or move up to 40 pounds.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

