

Position: RAP Specialist  
Department: RAP  
Supervisor: RAP Administrator  
Supervises: No One  
FLSA Status: Non Exempt

**Position Summary:**

Under administrative direction of the RAP Administrator, provides services to Members, Committees and Employees of the Sac and Fox Nation by receiving program inquiries; 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.

**Duties and Responsibilities:**

- 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 inquiries.

**Knowledge, Skills, and Abilities:**

- 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.

**Education and Experience:**

- 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.

**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.

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Employee's Signature

Date

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Supervisor's Signature

Date