

## POSITION ANNOUNCEMENT

**POSITION TITLE: On-Call Support**

**SUPERVISED BY: Human Resources Administrative Assistant**

**POSITION DESCRIPTION:** An On-Call worker will provide assistance to different departments with a variety of duties in an office setting, recreation projects and outdoor projects.

**QUALIFICATIONS:**

- Ability to follow prescribed instructions both written and verbal, on routine work assignments.
- Ability to maintain strict confidentiality.
- Must be able to work with minimum supervision.
- Ability to maintain effective working relationships with people of varied economic, educational and cultural backgrounds.
- Must be dependable and reliable.

**DUTIES AND RESPONSIBILITIES:**

- Work in an office setting, recreational activities and outdoors.
- Work with children and elders.
- Perform a variety of clerical duties; filing, light typing, operate a fax machine, Xerox copy machine, other office equipment, etc.
- Greet the public and answer questions or refers questions to appropriate staff as necessary.
- Assist with outdoor clean-up, i.e., landscaping, community clean-up, washing of vehicles, etc.
- Occasionally operate outdoor equipment.
- To occasionally provide transportation for children or elders, employee must have a valid driver's license and be insurable with the Nation's auto insurance.

**PAY RATE: \$ 10.00 per hour**

**POSITION STATUS: Temporary; no benefits**

**INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE FINGERPRINTING**