

JOB OPENING ANNOUNCEMENT

Job Title: Tribal Assistance Coordinator

Report To: Social Services Director

Department: Social Services

Job Vacancy: YAN-24-024

Status: Full-Time; Non-Exempt

Starting Wage: DOE

Opening Date: 2/19/2024

Closing Date: 3/1/2024

POSITION DESCRIPTION:

The Tribal/General Assistance serves a dual role; providing assistance to the Nation members through the Rental Assistance Benefits, Move-in Assistance Benefits, Elder/Disable Utility Assistance, Emergency Utility Assistance, Motel Emergency Assistance, Senior Furniture Benefits and assists with General Financial Assistance (GA) through the Bureau of Indian Affairs (BIA). The Tribal/General Assistant also provides supportive, awareness and outreach services to the Nation, in collaboration with other community service agencies.

QUALIFICATIONS:

- Associate Degree (AA) from accredited college or university in Social Work, Psychology, Human Services or closely related field.
- Two (2) years, full-time professional level experience in a Social Services setting or other related field; preferably in a Tribal assistance or community based service agency.
- Knowledge on a variety of computer software, including Work Processing, Database and Spreadsheet Applications and Microsoft Office.
- Ability to independently compose and prepare correspondence and memoranda.
- Ability to read, analyze and interpret moderately complex data.
- Ability to present/express themselves effectively orally and in writing.
- Knowledge of policies and procedures affecting assigned duties and knowledge of office administrative principles, budgeting and financial record keeping/reporting, including narrative, financial and statistical reporting.
- Knowledge of modern office practices; good communication skills; able to work a flexible schedule, if required.
- Knowledge of BIA rules, regulations and requirements for GA.
- Valid Arizona Driver's License is preferred but not required.

DUTIES AND RESPONSIBILITIES:

- Coordinate the Tribal/General Assistance and ensures all applicants of the programs are within requirements and notices given in a timely manner.
- Adhere to guidelines, requirements, rules and mandates by funding agencies.
- Document all case activity and maintain a case record filing/database system.
- Make field visits to applicants; ensuring goals and objectives are implemented and completed, if any and coordinating services with other service providers.

- Provide individuals and group counseling to clients, including but not limited to money management, financial services, etc., as appropriate.
- Ensure coordination, professionalism and communication with other social services staff and resource agencies.
- Prepare statistical, financial and operational reports, as requested by supervisor, and/or funding sources; makes recommendations for improvement or additional services.
- Assist in development of community education, research, awareness and/or involvement activities such as community forums and works with community groups on projects, problem solving and team building; within and outside the Nation.
- Make referrals to other Social Service Programs and other services, as needed.
- Maintain a positive working relationship with all clients of the program.
- Maintain confidentiality of recordkeeping.
- Performs other related duties as assigned

Physical Requirements

The employee must occasionally lift and/or move objects weighing up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger; handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

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**