

JOB OPENING ANNOUNCEMENT

Job Title: Clothing Allowance Coordinator

Report To: Office Manager

Department: Administration

Job Vacancy: YAN-24-054

Status: Full-Time; Non-Exempt

Starting Wage: DOE

Opening Date: 5/6/2024

Closing Date: 5/17/2024

POSITION DESCRIPTION:

The Clothing Allowance Coordinator provides assistance to the Tribal members who have children ages three (3) to nine-teen (19) who are attending school. The Clothing Allowance Coordinator performs duties for the Office Manager/Tribal Council Secretary and the Executive staff, when needed.

QUALIFICATIONS:

- High School Diploma or GED.
- Three (3) years progressive experience in general clerical and/or receptionist duties.
- Working knowledge of basic telephone etiquette.
- Ability to operate various office equipment such as postage meter, fax machine, copier, etc.
- Typing speed of fifty (50) words per minute with accuracy.
- Practical experience with MS Word, Excel, Access and other computer software applications.
- Ability to independently compose and prepare correspondence and memoranda.
- Ability to read, analyze and interpret moderately complex data.
- Evidence on continuing education to maintain any required Certificate/License and update knowledge and skills.
- **Must possess a valid Arizona Driver License and be insurable with the Nation's insurance carrier and sustain insurability throughout the duration of employment.**

DUTIES AND RESPONSIBILITIES:

- Maintain and adhere to the Nation's Clothing Allowance Policy. Update application on an annual basis, or as necessary. Send correspondence routinely to keep parents informed of the deadlines and the renewal application.
- Confirm students are enrolled in the schools while working collaboratively with the JOM Manager, and the Social Services Department on the foster children who are placed with local families to ensure they are receiving a clothing allowance.
- Must practice mature and independent judgment, tact in communicating with others and professionalism with Tribal members and the general public.
- Maintain a database which includes the list of people who receive the clothing allowance. Maintain files for each family who receive the clothing allowance.
- Ensure clothing allowance distribution is provided in January and July of each calendar year, and provide list of recipients to the bank for funds distribution on a bank-approved credit cards.
- Answer calls from Tribal members regarding the amount that is given.

- Provide a wide variety of duties including, but not limited to, answering phones, receive visitors, prepare routine correspondence, codes invoices, memos and letters.
- Uphold and practice policies and procedures related to students, recordkeeping, and other matters related to the internal operation of the department.
- Must be able to prioritize own work and meet deadlines.
- Must be able to pick up food, drop mail at Fed Ex, deliver mail to Post Office and other errands as needed.
- Perform other related duties as assigned.

Physical Requirements

The employee must occasionally lift and/or move objects weighing up to fifty (50) 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**