



**NATIVE VILLAGE OF KOTZEBUE**  
**Job Description**

**TITLE:** *Temporary* TRIBAL FAMILY SERVICES ASSISTANT

**REPORTS TO:** Tribal Family Services Director

**DEPARTMENT:** Tribal Family Services

**CLASSIFICATION:** NON-EXEMPT / FULL-TIME (37.5 hours per week)

**CLOSING DATE:** OPEN UNTIL FILLED

**JOB SUMMARY:**

The Tribal Family Services TEMPORARY Assistant is responsible for assisting the Director and Specialist with social services programs. This TEMPORARY Assistant provides and supports the application intake process, assists with the medical and heating oil assistance programs, maintains client records and files, assists with correspondence, and variety of general administrative duties to support the staff; and answers and gives information to callers/members of the public.

**MINIMUM QUALIFICATIONS:**

1. High School Diploma/GED equivalent.
2. Must maintain client confidentiality.
3. Must complete and pass a criminal background check. (No prior convictions of child abuse, family violence, or other felony convictions.)
4. Have an Alaska Driver's License or able to obtain a driver's license within 90 days of employment.
5. Knowledge of office procedures, computer programs and ability to type at least 45 word per minute.
6. Organized with good filing skills.

**PREFERRED KNOWLEDGE, ABILITIES AND SKILLS:**

1. Work experience and/or college coursework in the in the Social or Human Services field.
2. Knowledge of the lifestyles and culture of the people of Kotzebue and the Northwest Arctic Borough.
3. Must be dependable and follow-through on tasks.
4. Tribally enrolled member of the Native Village of Kotzebue, but not required.

**DUTIES AND RESPONSIBILITIES:**

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3. Process Medical Assistance and Heating Oil Assistant programs applications, and present for approval to the Tribal Family Services Director.
4. Organizes and maintains databases for the application process and distribution of assistance including food/commodities.
5. Assists in the preparation, distribution, and maintenance of reports for the BIA, FDPIR and Other Social Services Programs.
6. Develops and maintains a client record with the Tribal Family Services Director and Specialist.
7. Helps to coordinate and arrange meetings including distributing agendas/public notices, reserving rooms, preparing facilities and recording of meeting minutes for staff and social services committee meetings.
8. Assures confidentiality of client information.
9. Makes copies of applications, forms, or other printed materials.
10. Other duties as assigned.

  
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Sonja Schaeffer, Tribal Family Services Director

2.8.16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Nicole Stoops, Executive Director

2/8/16  
\_\_\_\_\_  
Date

Native preference will be given in recruiting and hiring, consistent with the Indian Self-Determination and Education Assistance Act, P.L. 93-638, as amended.