



# THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112 • (435) 867-2659 (fax)

**POSITION TITLE:** Family Services Program Assistant

**DEPARTMENT:** Health

**SUPERVISOR:** Family Services Manager

**STATUS:** Full-time, Nonexempt, Hourly

**PAY:** \$11.00 hr. (DOE)

**DATE APPROVED:** July 21, 2017

**OPENS:** July 21, 2017

**CLOSES:** until filled (may close early if enough qualified candidates are achieved).

## **JOB SUMMARY**

Provides general clerical and administrative support to the Family Services Program as requested.

**ESSENTIAL JOB FUNCTIONS** include, but are not limited to, the following:

1. Maintains client files. Accurately and regularly files documents into the client files. Maintains and organizes the client file area to ensure privacy.
2. Assists in the review and audit (90 day reviews) of the client files, reviewing to make sure the required documents are present or added as needed.
3. Maintains foster and adoptive home files. Accurately and regularly files documents. Maintains and organizes the foster care file area to ensure privacy.
4. Coordinates with Family Services Specialists to ensure completion of foster and adoptive home studies to ensure the suitability of the family and the safety of the home for placement of tribal children.
5. Ensures foster and adoptive home licenses are issued (as approved by the Family Services Specialist and Family Services Manager) and kept up to date.
6. Coordinates foster parent recruitment, retention and recognition events.
7. Meets with prospective Native American parents and provides information about becoming a licensed foster home.
8. Responds promptly to phone calls and emails from community, State, Tribal and Federal agencies.
9. Maintains an accurate tracking system for invoices, consumer relations, purchase orders, and other areas requiring follow-up.
10. Scans all approved invoices, approved purchases and credit card statements to a central location on the server.
11. Maintains strict confidentiality regarding protected health and personal information as required by HIPAA.
12. Provides coordination of Staff Meetings, trainings and other events to include meeting notices, agenda and meeting room coordination, food/refreshments and takes minutes as needed.
13. Maintains a tracking log of all client feedback and distributes to department administration according to policy to assure timeliness in responding back to our community members.
14. Assures all approved policies are signed off on by the Tribal Chair, posted on the Tribe's website and sent electronically to all Department staff in a timely manner.

15. Receives telephone calls, visitors, and incoming mail. Answers routine inquiries, routes other inquiries or problems to the Director or appropriate program staff.
16. Makes copies of correspondence and other material as needed, and creates, maintains and scans documentation in an efficient electronic filing system to include staff training files and logs.
17. Coordinates travel arrangements as requested, tracks and prepares purchase orders, incoming clinic bills, staff reimbursements, travel expenses, etc. for payment.
18. Provides assistance to other program managers/staff with special projects as needed upon approval by the Wellness Director and/or Health Director.
19. Other duties as assigned to support the efficient operations of the Tribe.

### **GENERAL REQUIREMENTS**

- Must possess a valid Driver License.
- Must be insurable through tribe's insurance.
- Must pass a background investigation.
- Must pass a pre-employment alcohol/drug screening.
- The Tribe reserves the right to require an applicant to submit to and pass a physical examination prior to or contemporaneous with hiring. Refusal to submit to a physical examination may deem an applicant ineligible for the position.

### **DESIRED MINIMUM QUALIFICATIONS**

#### *Education and Experience:*

- High School diploma, equivalent GED or higher required.
- Experience in typing and basic secretarial skills required.

#### *Necessary Knowledge, Skills and Abilities:*

- Must be able to maintain complete confidentiality.
- Must be dependable.
- Thorough knowledge of computer programs: Word, Excel, PowerPoint, Publisher, Outlook, Internet programs and applications is essential in performing this job.
- Ability to establish and maintain effective working relationships with all levels of the organization.
- Ability to manage and perform with a high degree of autonomy, organization, and adaptability.
- Must be able to write clearly and informatively.
- Must be able to communicate effectively with people of different managerial, socioeconomic, cultural, ethnic, and educational backgrounds.
- Must demonstrate friendly, service oriented and responsible attitude.
- Must be detailed oriented and able to multi-task various time-sensitive projects.
- Must be able to manage difficult or emotional situations in a calm manner.
- Must be able to work with integrity and be ethical in performing duties.
- Must maintain a professional appearance and demeanor.
- Must be able to follow policies and procedures and support goals and objectives.
- Must have excellent interpersonal, and verbal and written communication skills.
- Knowledge of the Native American community is helpful.
- Must be able to demonstrate respect for and awareness of Native American customs, traditions and socioeconomic needs.
- Must be willing to travel as needed.

*The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.*

The duties listed above are intended only as illustrations of the various types of work that may be performed. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.