

Job Title: TRIBAL FAMILY COORD. ASSISTANT
Reports to: Tribal Family Coordinator
Status: Part-time, Non-exempt, Hourly
Wage: \$20.00/hour, DOE
OPEN: February 21, 2025
CLOSE: March 7, 2025 OR UNTIL FILLED



JOB SUMMARY

The TFC/ICWA Assistant is responsible for working closely with the TFC/ICWA Caseworker to provide assistance for activities to promote healthy families, protect children, and advocate for community well-being. The TFC/ICWA Assistant will help with the maintenance of confidential client files and paperwork requirements, assist with data collection and reporting, answer telephones and provide client reception, and perform other program duties intended to strengthen families and protect tribal children. The TFC/ICWA Assistant will also be primarily responsible for the planning and coordination of community-based activities, such as Family Fun Nights, and for the administration of the Food Bank, which offers nutritional supplements for families experiencing food insufficiencies. The TFC/ICWA Assistant will receive training as needed to accomplish the daily administrative tasks of the position and will be expected to assume increasing responsibility for client services, including determination of eligibility for Food Bank Services.

ESSENTIAL QUALIFICATIONS

- High school diploma or GED certificate and two (2) years of experience in an office environment
- Must possess a valid driver's license, reliable transportation, and be insurable
- Required to pass a criminal background investigation and maintain a clean driving record
- Experience working with families and children
- The duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SKILLS AND ABILITIES

- Possess the ability to work independently or within a team
- Must be a self-starter and able to complete tasks in a timely manner
- Possess effective oral and written communication skills
- Possess a high level of accuracy, attention to detail and strong, service-oriented work ethic
- Possess excellent computer skills including proficiency in the use of Microsoft Office programs including Word, Excel, PowerPoint, Publisher, and Outlook
- Possess the ability to operate standard office equipment
- Must maintain strict confidentiality
- Willing to take training to enhance skills and abilities

DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Provide administrative assistance for the Tribal Family Services/ICWA Caseworker
- Plan, organize, and conduct Family Fun Nights and other community activities designed to encourage healthy families and support a sense of community
- Administer Foodbank operations, including ordering, storing, organizing, and distributing Foodbank supplies for eligible clients
- Always maintain client confidentiality

Please submit an application to be considered for this position. Application may be submitted via mail, fax, in person, or by email.

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NVU recognizes Alaskan Native and Native American preference in its hiring and employment policies.