



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Prevention Program Office Assistant
Department: Family Formation
Supervised by: Family Formation Director
Pay Grade: NE2 \$17.73-\$23.05 Hourly (\$36,882.56-\$47,947.33) DOQ
FLSA: Full-Time; Non-Exempt

Position Summary: Under general supervision of the Family Formation Director, the Prevention Program Office Assistant will assist the Family Formation Director with providing basic office functions, youth focused family and community activities, including but not limited to athletic events, outdoor field trips, cultural events, Family Formation Gatherings, and other activities. The Prevention Program Office Assistant will assist the Family Formation Director with implementing this grant project throughout the year, assist with set up and clean-up of activities, projects, workshops, and events. The Prevention Program Office Assistant will manage, maintain, and organize prevention applications as well as the Temporary Assistance for Needy Families (TANF) Report Binders.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Responsible for ensuring appropriate maintenance and service of office equipment and departmental vehicles.
- Greet and direct office visitors, answer main office telephone system, respond to direct request for information, forward messages to appropriate staff. Make sure the office is kept in an orderly and clean fashion.
- Assist the Family Formation Director in planning and implementation of prevention activities and the Youth Worker program.
- Maintain inventory for office supplies and assist with research and cost comparisons for vendors to maintain cost effectiveness and quality.
- Maintains Prevention Applications and forms to ensure information for participants is current to allow for participation in all Family Formation and community events.

Education and Experience:

- High School Diploma or GED required.
- One year of experience working with families.
- Experience in planning and implementation of workshops for families and youth.
- Knowledgeable of Microsoft Office programs, the internet, and various uses of electronic technology for information and data management.

Other Requirements:

- Must be able to work weekends, evenings and holidays as needed.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must comply with the Bishop Paiute Tribes organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the prevailing Bishop Tribal Employment Rights Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills* – the individual maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things.
- *Oral Communication* – the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts meetings.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability* – the individual adapts to changes in the work environment, manages competing demands and can deal with frequent change, delays or unexpected events.
- *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- *Organized* – the individual maintains a clean and organized workspace and projects.
- *Motivated* – the individual inspires self and others to get the job done and follow through on tasks.
- *Safety Oriented* – Observes surroundings to maintain a safe work environment for participants and co-workers.

Physical Demands/Work Environment:

The employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 50 lbs. Work is generally performed in an office setting and occasionally in an outdoor environment. Travel is required for training, meetings, conferences, presentations, and other events. Frequent driving to sites, training, and home visits sometimes in outlying areas.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____

Date: _____