



Cow Creek Government Office

Position Description

Position Title: Human Services Programs Assistant **Department:** Human Services, Indirect

Reports To: Human Services Director **FLSA Designation:** Non-Exempt

Date Written/Revised: 08/06/2018

POSITION PURPOSE:

Position is responsible for, assisting with administration of Social Services programs.

ESSENTIAL FUNCTIONS:

- Assemble mailings which include the monthly newsletter, flyers, letters, etc.
- Checks voicemail and returns calls when the Human Services Director is out, as needed.
- Schedule travel and lodging reservations for Human Services Director.
- Schedules group reservations for Elders program, Youth program, and other Tribal programs.
- Advertising program events which include making flyers and mailings.
- Maintains the filing for the Human Services Department.
- Organize activities.
- Oversee food bank / pantry program, including opening during general council meetings.
- Oversee CCDF Childcare Grant Management.
- Attend community meetings and grant required meetings
- Elders Program functions including weekly senior meals, monthly lunch, and annual Elder Honor Dinner among other responsibilities.
- Oversee Project Warmth Program
- Elder Jackets, Parking Permits and Laptop Program
- Other duties as assigned

QUALIFICATIONS:

- Associates Degree in Business Field or 3 years' experience.
- Must demonstrate proven effective interpersonal communication skills.
- Working knowledge of office procedures, office equipment, Microix, word processing/computer experience and knowledge of government program rules/regulations.