



## Cow Creek Government Office

### Position Description

**Position Title:** Social Services Programs Assistant

**Department:** Social Services, Indirect

**Reports To:** Social Services Director

**FLSA Designation:** Non-Exempt

#### 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 Social Services Director is out, as needed.
- Schedule travel and lodging reservations for Social 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 Social 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.

**I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.**

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**EMPLOYEE** **DATE**

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**SUPERVISOR** **DATE**

**The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skill required to do this job successfully.**