



## Cow Creek Government Office

### Social Services Programs Assistant

Job Code: 1435  
Department: Social Services  
Location: Roseburg, OR.  
Minimum Hourly: \$17.64

#### 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, Micriox, work processing/computer experience and knowledge of government program rules/regulations.