



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Administrative Assistant
Department:	Family & Children Services
Employment Status:	Regular
Class:	Full-Time
Location:	Caney, KS
Immediate Supervisor:	Family and Children Services Director

General Description:

The Administrative Assistant will provide support services to the division director and team in all aspects of departmental needs and requirements. They will be the first point of contact for clients via phone and in person. The Administrative Assistant will be responsible for checking people in for appointments and court, assist director and coordinators, check mail/receive packages, orders office supplies/materials, and take child support payments.

Minimum Qualifications:

- Minimum 1 year of secretarial/administrative experience; high school diploma required
- Must be skilled in working with sensitive issues, possess a commitment to respecting the confidential nature of the work, and abide by the Delaware Tribe of Indians policy on confidentiality. Requires a high level of personal integrity and ethics.
- Must have a demonstrated problem-solving approach to concerns and challenges.
- The ideal candidate would be extremely organized and detail oriented.
- Must display proficiency in Microsoft Office programs and overall general computer skills.
- Excellent and effective written and oral communication skills are essential, along with strong interpersonal skills.
- Must be dependable, reliable and trustworthy

- Must possess experience in dealing with individuals in crisis and be client focused; can defuse tense situations.
- Must possess a valid driver’s license with a clean driving record.
- Must be able to pass a criminal background check.

Job Responsibilities:

- Provide clerical support on behalf of the division.
- Greet the public, answer and respond to telephone calls and emails in a polite and timely manner.
- Receive and distribute program applications.
- Have a generalized knowledge of services provided to assist customers by providing them departmental information, including directing customers to other Delaware programs and services.
- Maintain the programs’ visitor, mail, and correspondence logs.
- Work with the Transitional Housing Coordinator to recruit and manage Family and Children Services volunteers and facilitate the volunteer Community Engagement Board.
- Work with the Outreach Coordinator to assist with coordination of the division and tribal representation, logistics, and scheduling for community events and outreach activities.
- Work with Program Director and Coordinators to track program activities and report data per grant requirements.
- Other duties as assigned by the Director of Family & Children Services

Indian Preference Policy:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.

Tribal Operations Manager: _____ Date: _____

Human Resource Director: _____ Date: _____

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

Employee: _____ Date: _____