



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Program Assistant: Supportive Housing/Outreach
Department: Family & Children Services
Employment Status: Regular
Class: Full-Time
Location: Bartlesville, OK
Immediate Supervisor: Supportive Housing & Outreach Coordinator

General Description:

The primary role of the supportive housing program assistant is to provide administrative support to the program coordinator and program staff. The program assistant will also act as the primary liaison between the department and participating landlords/property managers.

Minimum Qualifications:

Minimum 1 year of secretarial/administrative experience; Associate's Degree in related field preferred. Excellent organizational skills, time management, and detail oriented thinking. Skilled in working with sensitive issues and committed to respecting the confidential nature of the work. Ability to work effectively with clients of diverse sexual orientations, races, ethnicities, cultures, religions, and socioeconomic backgrounds. Demonstrated problem-solving approach. Proficient in data collection and reporting. Superb written and oral communication skills. Ability to represent the tribe and the program in a professional and helpful manner. Familiarity with Microsoft Office and business equipment.

Job Responsibilities:

Ensure monthly rent payment checks by completing check request forms, coordinating with division finance manager & tribal accounting office, tracking electronic data, and mailing physical checks.

Assist coordinator & staff in the collection & entering of client forms, service data, and payment records into the database and in physical files.

Assist coordinator & staff in the completion of grant-mandated performance reports.

Contact landlords/property managers to deliver & facilitate return of needed documents.

Answer phone calls & emails, interface with clients & the public, and direct inquiries to appropriate program staff if needed.

Manage coordinator & program staff calendars, attend meetings, take minutes, and email reminders.

Assist with planning, logistics, and set-up of community engagement & outreach events.

Other duties as assigned by the Director or Supportive Housing Coordinator.