

Aroostook Band of Micmacs Job Description

TITLE: Community Support Administrative Assistant

CLASSIFICATION: Hourly/Part Time

Immediate Supervisor: Community Support Services Director

NOTE: The following includes data on essential job functions, as well as physical, mental, academic, and experiential requirements. This description is meant to serve interviewers, applicants, supervisors, and incumbents as a reference tool for determining whether an applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility of the job. Some aspects of this position may change over time, according to the Tribe's needs. Such change may not be recorded herein at this time.

SUMMARY OF POSITION: The Community Support Administrative Assistant will provide clerical support to the Community Support Services Director. This person will also provide customer service to clients of the ICWA Program.

EDUCATION (OR EQUIVALENT EXPERIENCE): High School Diploma or GED. Demonstrate customer service and office work experience.

LICENCES OR CERTIFICATIONS: Valid driver's license.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: Excellent oral and written communication skills, organizational skills, and computer literacy. A high degree of computer literacy, including spreadsheet and word processing software. Strong interpersonal skills also required.

WORKING CONDITIONS: Regular office environment with some light duty local travel (such as post office or travel within Aroostook County).

FUNCTIONS/TASKS:

- Provide clerical support to the Community Support Services Director: which includes, typing reports, filing, and photocopying.
- Answering calls and taking detailed messages for the Community Support Services Director.
- Provide intake of all incoming applications for assistance.
- Ensure all application packages are complete before forwarding to the Community Support Services Director for further review.
- Maintain strict adherence to all confidentiality policies as defined by Tribal Policies with regard to case files and all clients.
- Develop and maintain a more organized filing system and establish a routine to better provide services to clients/families.
- Assist in the creation of routine narrative and client reports.
- All other duties as assigned.

The Closing date for the Community Support Administrative Assistant position is May 4, 2021. If you are interested in applying for this position. **You must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated that you have obtained in your application, along with a cover letter and a resume.** A complete Job Description and an Applications can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call Cheryl Smart at 764-1972 to have an application mailed.

An offer of employment will not be made without a successful DHHS and State of Maine background checks. The successful candidate must also submit to an FBI fingerprint background check.

Please send the completed Job Application to the following address or email:

Cheryl Smart

Attn: Human Resource Assistant

Aroostook Band of Micmacs

7 Northern Road Presque Isle, Me. 04769

csmart@micmac-nsn.gov

Notice: Preference is given to Indian applicants. The Aroostook Band of Micmacs is an equal opportunity employer.

**THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. WE
REMAIN AN "AT WILL" EMPLOYMENT.**

PREFERENCE WILL BE GIVEN TO NATIVE AMERICAN APPLICANTS