

KEWEENAW BAY INDIAN COMMUNITY

2024 TRIBAL COUNCIL

DOREEN G. BLAKER, President
RODNEY LOONSFOT, Vice President
SUSAN J. LAFERNIER, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
EVERETT EKDAHL, JR.
SUE ELLEN ELMBLAD
DALE F. GOODREAU
HOPE E. LARAMORE
SAM LOONSFOT
TONI J. MINTON

CAP OFFICE ASSISTANT

One (1) Full-time, Non-exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Personal Statement/Cover
- Copy of High School Diploma, GED, or High School Certificate of Completion or college transcripts
- Minimum of three (3) letters of recommendation
- Copy of valid, unrestricted state driver's license.
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the MI Department of Health & Human Service.
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, Michigan 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

CAP OFFICE ASSISTANT

Full-time, Non-exempt position

LOCATION:

Community Assistance Programs Office
16429 Beartown Road
Baraga, MI 49908

SUPERVISORY CONTROL:

Community Assistance Programs Administrator

SALARY:

Grade 6 (minimum starting wage = \$18.40/hour)

QUALIFICATIONS:

- Associates degree in business or related field with related course work in accounting, data processing, business management.

OR

- High School Diploma or GED AND a minimum of (2) two years combined higher education and full-time work experience with related course work in accounting, data processing and business/office management or related field and experience must be in an office setting where the listed duties and responsibilities have been performed.
- Must be 18 years of age.
- Minimum of one (1) year of demonstrated work experience in an office setting. Two (2) years of demonstrated work experience preferred.
- Previous experience in a human services setting is preferred.
- Must be bondable.
- Familiarity with programs offered through the CAP office.
- Computer literate (Microsoft Office programs).
- Must pass clerical testing with a test score of 70% or higher (testing will be administered by KBIC Personnel department).
- Must be dependable.
- Basic Accounting knowledge and skills preferred.
- Ability to operate various office equipment (copier, fax, mail/postage machine and phone system).
- Answer the telephone, accurately relay messages, and follow up on inquiries for services.

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- Must have a pleasant demeanor, be courteous, friendly, and work well with others.
- Must have good written, oral, and listening communication skills.
- Ability to prioritize daily duties and tasks including emergency situations.
- Professional appearance.
- Valid Unrestricted driver's license and be insurable to operate fleet vehicle.
- Must have the ability to work independently, as well as on a team.
- Comfortable performing multifaceted tasks in the course of a regular business day.
- Ability to work in a fast-paced environment and under pressure.
- Must maintain strict confidentiality.
- Detail-orientated, strong organizational skills and high degree of accuracy.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE: Preference will be given to qualified applicants of American Indian descent.

VETERAN PREFERENCE: Preference will be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Initial contact/intake with clients/applicants. Give applications to clients (for walk-in requests) or mail applications for call-in requests.
2. Explain the application to clients and assist as necessary with the completion of an application.
3. May be required to run errands and bring applications to home-bound clients.
4. Review applications/intake paperwork with applicants for completeness; advise applicants on what is required for processing or completing their application.
5. Create and maintain Applicants/ Client files as documents/applications are submitted.
6. Perform basic clerical duties including, but not limited to, word processing, filing and copying, and scheduling.
7. Explain services/programs provided by the CAP department.
8. Answer telephone and respond to inquiries about programs and the status of applications or requests.
9. Compose approval/denial letters for Assistance Programs (Heating programs, CSBG, etc.).
10. Maintain Excel spreadsheet for: CNAP, CSBG and LIHEAP, and any other programs as necessary.
11. Notify Vendors in a timely manner upon approval of applications.

12. Maintain mailing labels and customer listings for all programs.
13. Responsible for mass mailings (applications, etc.).
14. Responsible for CNAP Gas Vouchers (Log, reconcile, and disburse to clients in the absence of the CAP Administrator).
15. Responsible for verifying services already received per individual applicant.
16. Make appropriate referrals.
17. Reconcile and process vendor and applicant payments.
18. Prepare submitted applications for authorization by the CAP Administrator or CEO/Executive Assistant (if the CAP Administrator is out of the office).
19. Maintain a daily activity log.
20. Work with other agencies or staff, internal and external, as necessary.
21. Perform all other duties as assigned by the Supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as a declaration of the specific duties and responsibilities of the position. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor is intended to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar in kind or in level of difficulty.

Distribution Date: November 12, 2024

Closing Date: November 27, 2024 @ 4:00 p.m.

TERO Approval: Debra Piccinino Date: 11 / 12 / 2024
*Reviewed for barriers