



POSITION TITLE: Administrative Assistant/Support Worker for Cina Akidawe located in White Cloud, KS

REPORTS TO: Cina Akidawe Social Services Director

SCHEDULE: MON-FRI 8AM-4:30PM, Full time with benefits including health, dental, vision, short term disability, life insurance and employee assistance program

MINIMUM QUALIFICATIONS:

- Associate Degree in Social Work, Business Administration or similar fields preferable. A combination of some college with previous work experience will be considered.
- Familiarity with Indian Child Welfare Act of 1978 preferred
- Applicant must be able to pass a background check and drug screen.
- Individual must have their own transportation and a valid driver's license

DUTIES AND RESPONSIBILITIES:

- Answers and screens telephone calls in a professional and timely manner, takes accurate messages with a high degree of professionalism and courtesy.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- The chosen candidate will represent Cina Akidawe in a manner that promotes a positive working relationship with tribes, schools, and other social service agencies.
- Exercises considerable judgment and discretion in handling requests for appointments and telephone calls.
- Performs general clerical duties, filing, photocopying, faxing, distributing daily internal/external mail.
- Composes, types, and distributes professional correspondence, memoranda, E-mails, and faxes.
- Assist with GSA mileage reporting.
- Assist with file audits, tracking of grant report completion, and submission of reports.
- Maintains a highly organized filing system, filing case documentation, correspondence, and other records.
- Coordinates calendars, schedules appointments/meetings, arranges conference calls, and ensures all parties are informed of and kept abreast of scheduling.
- Orders and maintains office supplies and coordinates equipment maintenance.
- Coordinates travel arrangements; completes and submits expense reports.
- Assist with case management tasks (purchasing and delivery of necessities, i.e., food, clothing, hygiene products, and cleaning products).
- Assist with transportation of clients to food pantries and/or clothing closets.
- Assist with obtaining required documents for Foster Care files and Family Preservation files.
- Monitors client use of job search computer.
- Assist with social/cultural activity planning and presentation.
- Assist with maintaining up to date information of services and activities on department webpage and social media sites.
- Performs other duties as assigned by the supervisor.

PRIVACY ACT:

The Administrative Assistant/Support Worker must comply with all requirements and provisions of Sub Part d of 43 CFR, Part 2 which implements the Privacy Act (5 USC- 552 (1)(1)).

To apply, send applications to Attn: HR Director Cheyenne Colborn 3345 B Thrasher Rd White Cloud, KS 66094 or ccolborn@iowas.org