

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
Toll Free: 1-877-279-9097
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Position Description

Position Job Description: Social Service Intake
Department: Social Service
Reports To: Social Services Coordinator
Status: Hourly 32 hours 40 hours per week
Hourly Range: \$16.00-\$18.00

Position open until filled

Purpose:

The Pit River Tribe (PRT) job description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

Summary: This position is a welfare assistance program it administers Bureau of Indian Affairs Funds, Smoke Shop Funds, Tribal Tax Program Funds, LIHEAP Funds, and other funds as approved by the Pit River Tribal Government, to assist and communicate with Pit River Tribal Members individuals in emergency situations (i.e., current/past due utilities, rent, and catastrophic situations) works closely with internal departments of the Tribal Administration, (i.e., ICWA, Enrollment, Finance Departments). This position is for ensuring commitment of processing all incoming applications received by Social Services Department are logged, processed with all required documents in a timely manner.

Essential Duties and Responsibilities: Include the following; because of the PRT's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties relating to the program requirements:

- Ensures the proper forms are produced, maintained for distribution, and recording retention. Maintains documentation required to certify eligibility for all federal grants and tribal programs.
- Ensures that applicants for assistance meet all required information and eligibility requirements including non-duplication of services from other entities whether State, County, Tribal or Federal.
- Ensures eligibility of membership through our Enrollment Department.

- Works closely with the Social Services Coordinator to ensure funding is available in each program administered before grants or loans are distributed.
- Assist with other entities of other tribal programs, state, or federal, this will identify possible funding sources, and develop contacts to ensure no duplication of funds to applicants.
- Assist in the collection of demographic information to challenge census data on Pit River Members, and lands.
- Maintains confidentiality of all applicants and will not share any information unless written consent from the applicant is on file.
- Other job-related duties as assigned.

Qualifications:

- Preferred accredited college degree in the field, or equivalent work experience in a similar setting
- Office skills in Social Service or related field. (i.e., computer, copy, fax, other software as needed)
- Familiar with federal law, and tribal regulations and policy.
- Have the ability to work effectively with Native American People in a culturally diverse environment.
- Have good time management skills, and be able to work under stressful conditions.
- Have the ability to establish and maintain good working relationships with the public, employees, and agencies.
- Good verbal and written communication skills as this position works with a variety of entities government's, state, county, federal, and tribal.
- Have the ability to follow written and oral instructions.

Requirements:

- Must possess a high school diploma or equivalent, and have a background in administrative program work.
- Must have a minimum of one-year office environment experience.
- Must have a demonstrated ability to communicate with effectively with governing boards, management team members, and professional colleagues, regarding employment practices.

- Demonstrated ability to motivate and empower others, to make positive impacts on attitudes and self-esteem, and to maintain effective working relationships with culturally diverse groups in a wide range of professional interactions.
- Demonstrated ability to define problems, collect data, establish facts, and draw conclusions; ability to analyze and interpret an extensive variety of information, communicate findings and recommend solutions to the Social Services Coordinator.
- Must have demonstrated abilities to initiate and follow through on complex task, manage time, and meet deadlines.
- Must possess a California driver's license, a good driving record, and be insurable by the PRT insurance carrier.
- Adhere to all PRT policy including confidentiality.
- Must successfully pass a pre-employment drug and alcohol screening, and be willing to submit to a criminal background check.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color, religion, sex, age, national origin, marital status, ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability.

Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

Contact:

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