

4230
**FORT BELKNAP INDIAN COMMUNITY
CHILD SUPPORT PROGRAM**

TITLE: 1115 Project Assistant

WAGE: \$15.00

REPORTS TO: Project Manager - 1115

Department: Fort Belknap Office of Child Support Program(CSP)

Duties:

Program Assistant assists the Project Manager in accomplishing the goals and objectives stated in the 1115 Grant, as well as promoting the goals of the Fort Belknap Child Support Program. The Project Manager is responsible for developing the data collection and evaluation plan, completing quarterly reports and coordinating interdepartmental meetings to comply with Federal Grant requirements, prepares reports, and represents Fort Belknap Indian Community at state and national meetings

Special Requirements or capabilities needed to do the job:

- 1. Be able to multi-task at a high and efficient level, advanced interpersonal skills, computer skills and proficient in Microsoft, excel, power point, presentations, excel spreadsheets, professional telephone skills, work independently with limited supervision, research and/or investigative skills, enjoy working with clients and people and maintain a professional attitude and composure in a potentially high stress circumstances.**
- 2. Coordinate with the Project Manager, monthly meetings with partners to develop data and evaluation collection Plan.**
- 3. Assists Project Manager in Identifying training and technical assistance needs.**
- 4. Assists Project Manage in Coordinating inter-departmental issues relating to compliance with federal grant requirements.**
- 5. Assists the Project Manager in the preparation of quarterly reports, semiannual and annual report, budget requests, and applicable Fort Belknap Child Support Program reports.**
- 6. Responsible for assisting the Project Manager in the implementation of the Fort Belknap CSP Logic Model in grant, working towards the completion of the action steps according to the quarterly schedule.**
- 7. Flexibility to work outside normal work hours.**

8. **Must be willing to participate in all trainings in regard to Child Support enforcement.**
9. **Must have ability to read and understand federal, state, tribal regulations and judicial documents for implementation of such.**
10. **Proficient knowledge of office equipment, such as computers, telephone system, copy machines, fax machine, scanner, power point projectors. Etc., has knowledge of troubleshooting and maintenance on office equipment.**
11. **Ability to follow verbal and written instructions, communicate effectively, orally and in writing, establish and maintain effective working relationships with fellow employees, supervisor and the public.**
12. **Maintains high ethical standards for him/her self and the Fort Belknap Child Support Program office by adhering to strict confidentiality standards, keeping positive interactions with customers and staff, and ensuring that the Child Support office is as organized, professional and efficient as possible.**
13. **Other duties as assigned by the CSP Director.**

EDUCATION AND EXPERIENCE

- a. **Has previously held a position that required compliance with confidentiality policies.**
- b. **An Associate of Arts degree in business**
- c. **A minimum of two year's office experience.**

JOB PERFORMANCE STANDARDS

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but not limited to the following:

- a. **Must demonstrate excellent written and oral communication skills plus public speaking.**
- b. **Must be able to demonstrate competent business writing skills.**
- c. **Must have a positive attitude; be innovative and interested in problem solving.**
- d. **Must be dependable, trustworthy and hard working.**
- e. **Must posse strong work ethics and the ability to work independently on self-guided projects.**
- f. **Must be proficient in Microsoft office applications, particularly excel, access and word.**
- g. **Must possess and maintain a valid Montana state driver's license and have a clear motor vehicle record for the past three years.**
- h. **Fort Belknap tribal and veteran preference policy applies.**

- i. Ability to pass a drug and alcohol test as required by the Fort Belknap drug and alcohol free policy is adhered to.
- j. Maintain accurate and timely records.
- k. Deals tactfully and courteously with the public and employees.
- l. Develops, interprets and carries out program policies and procedures and in resolving programs, questions and issues.

Immigration Reform and Control Act: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

EMPLOYEE DECLARATION

I UNDERSTAND that this position as all positions with the Fort Belknap Indian Community and Tribal Enterprises are subject to random drug and alcohol screening-testing following any on-the-job injury and/or when a supervisor reasonably believes an employee is unfit for duty. I also understand that if I refuse to test or test positive, I will be subject to termination from employment.

By signing, I declare that I have discussed the above outlined job duties with my immediate supervisor and understand that these duties will serve for performance evaluation in the future.

Employee Signature

Date

Supervisor Signature

Date