

**Fort Belknap Indian Community
Fort Belknap Agency
656 Agency Main Street
Harlem, Mt 59526**

POSITION:	Commodity Program Director	STATUS:	Regular/Full-Time
DEPARTMENT:	Commodity Department	WAGE:	Negotiable
		LOCATION:	Fort Belknap Agency

Supervision Received: Incumbent will work under the general supervision of the Chief Administrative Officer.

Supervision Exercised: Exercises general supervision over the program assistant, warehouse clerk, certifying clerk and other personnel as assigned.

General Description of Duties:

1. Responsible for operation of commodity food program, including placement of orders, receipt, storage and handling of commodities and issuance of food items to clients according to the policies and procedures established by the Food and Nutrition Service.
2. Responsible for learning computerized system(s) programmed for the Food Distribution Program by USDA. Programs utilized are Favors (Fresh Food ordering) and IFMS (Issuing/Certification-Recertification)
3. Directs and performs activities involved in monthly issuance of commodities over a six-day period with Food Handlers to clients based on their entitlement and on a first in, first out basis. Continues to issue to late-comers for the rest of the month, except for the last three days of the month. Provides tail-gate service to elderly, handicapped and other clients without transportation located on or near the reservation. Responsible for maintenance of delivery truck. Maintains records system to account for food items and to serve caseload of eligible clients; verifies client information and accepts and gives out application forms; takes daily inventory of food items in storage; certifies clients when necessary.
4. Responsible for checking all program records and reports for accuracy and reliability at the end of the month. Submits end of month reports to State office on a timely basis.
5. Orders commodities based on amount of food items remaining in storage, availability of different items at State Warehouse and the number of clients in caseload.
6. Arranges to receive and handle each shipment of commodities; ensures that laborers are available for unloading and storing each shipment; counts food items received against totals listed on requisition and receipt forms.
7. Maintains commodity warehouse including upkeep of freezer and cooler and maintenance of property and records.
8. Additional responsibilities of this position include coordination of Nutrition Education with

- EFNEP, Indian Health Service and various other programs.
9. Responsible for gathering and compiling information needed for the program budget and submits this to the Montana State Office for funding for the program each Fiscal Year.
 10. Attends Directors meeting with Tribal Administration.
 11. Performs related work as required.

Independence Of Action:

Works under general supervision of Chief Administrative Officer. Follows established policies and procedures in performing work activities. Supervisor is available to assist with the effective operation of the program. Work is reviewed for accuracy and compliance with procedures.

Personnel Management Responsibility:

Exercise supervision over workers assigned to the program; gives job instructions and ensures that guidelines are followed in performing the work. Maintains timesheets and workers; adheres to established personnel policies and procedures and informs staff of any changes.

Working Relationships:

Relationships are typically with clients, employees, other tribal programs and public agencies to give and receive information about the work and to coordinate services.

Working Conditions:

Works in standard office environment and commodity warehouse. Monthly issuance of commodities involves much standing, walking and lifting on the part of the incumbent.

Education/Experience:

High school diploma or GED. Three (3) Years of supervisory or responsible administrative experience in a food distribution program for low-income households or any equivalent combination of training and experience.

Knowledge, Skills, Certifications and Abilities:

- Preferred knowledge of commodity program requirements and procedures. Working knowledge of administering a public food distribution program and supervisory principles and practices, preferred.
- Ability to direct employees; maintain accurate records; prepares reports and compile program information for budget.
- Skill to establish and maintain effective working relationships with co-workers, Fort Belknap Indian Community Council Administration, other programs, agencies clients and other public agencies and the general public.
- Ability to follow established guidelines.

- Ability to communicate effectively verbally and in writing.
- Ability to maintain confidences of clients.
- Ability to maintain confidences and confidential information.
- Ability to exercise personal leadership in fostering and promoting good working relationships with FBIC Employees, the general public and other agencies to assure that services are fully coordinated and provided.
- Attends State, Regional and National workshops annually.

Special Conditions:

Must possess a valid State of Montana driver's license and be eligible at ordinary and reasonable cost for inclusion with FBIC master insurance policy.

Incumbent will be subject to background investigation.

Must be an enrolled member of a federally recognized Indian Tribe.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer. The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

Indian Preference Employer as Required by Law

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.

How to Apply: *Submit application & resume postmarked by the closing date to:*

Human Resources Department
Fort Belknap Indian Community Council
656 Agency Main Street
Harlem, MT 59526