

FORT BELKNAP INDIAN COMMUNITY

Fort Belknap Agency
656 Agency Main St.
Harlem, Mt. 59526

TITLE: Assistant Social Service Director

STATUS: Regular/Full-Time

DEPARTMENT: Social Services

SALARY: DOE

PROGRAM: Social Services

LOCATION: Fort Belknap Agency

SUPERVISION RECEIVED: The Incumbent will work under the direct supervision of the Social Service Director.

SUPERVISION EXERCISED: The Incumbent will assist the Social Services Director in providing general administrative supervision as assigned by the Social Service Director including supervision of Social Service staff and financial management activities.

General Description of Duties:

- The incumbent will assist the Director in providing leadership and coordination of management functions to the Social Service Department.
- Utilize the tribal electronic system to process check order, requisitions, payroll and travel request and claims.
- Submit monthly and annual reports as required.
- Ensure all Program managers submit required reports.
- Serve as timekeeper for all program managers to process timesheets and payroll documents.
- Assists Director in establishing, maintaining and monitoring departmental and program contract files to ensure compliance with all Tribal, State and Federal requirements.
- Assists Director in coordinating and distributing delegated workloads; with review authority, to ensure quality of work.
- Assist Director in managing departmental procurement system and assumes responsibility for maintaining departmental equipment and supply inventory.
- Assures that weekly internal reports are provided to the Director and program managers for use in evaluating departmental budget activity.
- Provide assistance to the Director in compiling and developing departmental activity reports to assure compliance with all Tribal, State, Federal and other funding source requirements.
- Provide assistance in budgets, modifications and funding requirements. Provide assistance to the Director, Planning and other designated staff in establishing and continuing short and long range planning activities.
- Assists departmental staff in research and development of specific contract and grant funding proposals
- Responsible for compiling, drafting or composing a variety of material and information into departmental correspondence or report form.
- Perform other duties that can reasonably be expected to promote the efficiency of the department and general well-being of the Fort Belknap Indian community.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the existing relationship between the Fort Belknap Tribal Government, State, and Federal agencies.
- Proficient knowledge in MS Office application and database software and have general office skills.
- Knowledge of legal terminology, format, and procedures.
- Excellent written and verbal communication skills.
- Skill and ability to organize and multi-task.
- Ability to manage time well and work under stressful conditions with an even temperament.
- Ability to meet and deal effectively with the general public and representatives from other agencies.
- Ability to work well with others and possess a willingness to assist others.
- Ability to attend work daily and on time.
- Ability to give directions well and manage several tasks concurrently.
- Skill to establish and maintain an effective working relationship with co-workers, Fort Belknap Community Council Administration, other programs, agencies, and the public.
- Must have the ability to maintain confidences and confidential information within the office and matter within the court.

EDUCATION:

- Must possess a minimum of **Associates Degree in Social Work, Business, Science or related field. Bachelor Degree preferred.**

EXPERIENCE:

- Must possess a minimum of **3 years' office admin work experience with 5 years' experience accepted as equivalent to Associates Degree.**

SPECIAL CONDITIONS:

- May be required to work after normal business hours.
- Travel to trainings, meetings and conferences may be required.
- Must possess a valid State of Montana driver's license and be eligible at ordinary cost, for inclusion with the Tribal Master Insurance Plan.
- Must have dependable, reliable and insured transportation.
- Must never have been convicted of a felony
- Financial management experience preferred.
- Must submit to a pre-employment background check, which includes criminal and work history.
- Incumbent will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug and Alcohol testing policy, and will include background investigation and work and criminal history prior to and during employment.
- Indian/Veteran Preference policy applies.

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 complete application & resume to:

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

Approved RCM 11-7-2022