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**FORT BELKNAP INDIAN COMMUNITY
CHILD SUPPORT PROGRAM**

TITLE: 1115 Project Assistant

WAGE: \$13.00

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.**

- h. Must pass a criminal background check and have no disqualifying criminal law violations.**
- i. Fort Belknap tribal and veteran preference policy applies.**
- j. Ability to pass a drug and alcohol test as required by the Fort Belknap drug and alcohol free policy is adhered to.**
- k. Maintain accurate and timely records.**
- l. Deals tactfully and courteously with the public and employees.**
- m. 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