

Low Income Assistance Program Clerk

Reports To: Director of Administrative Programs & Compliance

Location: Happy Camp Administrative Office

Salary: \$9.00 per hour

Summary: Under supervision of the Director of Administrative Programs & Compliance, the LIAP Clerk will work with the Low Income Assistance Program Administrator to perform program intake functions.

1) What are your typical job responsibilities?

Processing client applications, making sure all documentation is received, mailing letters and checks, and data entry of each item.

2) How do you *really* spend your day?

Same as above, taking breaks when needed/supposed to, attending meetings, and helping in other areas that may be needed.

3) How do you organize your day to ensure you get everything done?

I try to be organized, sometimes it gets hectic but we manage.

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

I needed to get back to work, my unemployment ran out and I really missed working for my Tribe.

5) Uppers; what is the thing that you love most about your job?

Helping my people, knowing that getting my job done right means a great deal. It may mean someone gets to eat for a few days until they get on their feet.

6) Downers; what is the thing that you love least about your job?

The stress and the criticism if someone doesn't get what they want when they want it.

7) What inspires, excites, and/or motivates you in your job?

Like I said earlier, knowing that I have helped someone with shelter, food, or hardship makes it worth all of the BS that comes along.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

I am on a few different committees like Title VII, Basketweavers, LIAP Committee, School Site Council, dentist appointments.

9) How do you relieve stress?

Smoking; but I have to quit! Walking a mile helps.

10) Does your job include a lot of traveling? Do you enjoy it?

No, sometimes we do home visits or take a client shopping, other than that we are office bound.

11) What advice would you give to someone interested in this line of work?

Thick skin, you cannot let someone else upset you to the point of it interfering with you doing your job.

12) What does a *typical day in your world* look like?

Depends on if I am getting enough sleep – insomnia strikes me – and it makes it hard when I have to be at work at 8 AM. Then I feel all dragged out and tired. But the normality of my days are good; humor and almost no stress. I worry about my co-worker's stress though, but she seems to get it all done.