

POSITION DESCRIPTION

Title: Low Income Assistance Program Clerk

Reports To: Director of Administrative Programs & Compliance

Location: Happy Camp Administrative Office

Salary: \$9.00 per hour

Classification: Part Time (32 Hours Per Week), Regular, Non-Exempt

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.

Responsibilities:

1. Perform Low Income Assistance Program intake, distribute or receive applications, verify documentation, and verify completion of application forms. Follow up with applicants for additional information as required.
2. Track applications; follow up with Administrator for determination of eligibility and processing of assistance. Process program to client correspondence after determination of eligibility.
3. Perform data entry function into Low Income Assistance Program databases.
4. Perform verification of SWEEP volunteer work hours and job searches.
5. Perform copying and filing functions in compliance with Low Income Assistance Program requirements.
6. Attend and accurately record meeting minutes of the LIAP Committee.
7. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
8. Other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.

2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must have competence in typing, filing, work processing, computer usage, and use of office equipment.
2. Must be a self starter, well organized, and willing to learn new skills.
3. Must adhere to confidentiality policy.
4. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: February 15, 2006

Chairman's Signature: _____

Employee's Signature: _____