

JOB ANNOUNCEMENT

POSITION: Newe Numa Resource Program Coordinator

PROGRAM: Newe Numa Resource

SALARY: \$20.28 (Grade 18, Step 01)

ACCOUNT CODE: 20-2500-9003-24-6000

SUPERVISOR: Tribal Human Services Administrator

CLASSIFICATION: NON-Exempt

LOCATION: THQ Resource Building

OPENS: March 18, 2024

CLOSES: April 1, 2024

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position are to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND

SPECIAL CONSIDERATIONS:

This position is subject to a random drug testing and background investigation because of the access to sensitive personal data. Unless exempted by the provisions of the ADA, this person will be required to regularly operate Tribal vehicles.

BASIC FUNCTION:

Under the direct supervision of the Tribal Administrator, the incumbent will perform the responsibilities of a Program Coordinator. The coordinator will assist the program director in administering the program and services as described in the NEWE-NUMA Resource Program Plan (PL 102-477). In addition, the coordinator will develop, implement, and evaluate the Summer Youth Programs (school age and college interns).

DUTIES:

1. Assists individuals in understanding and completing General Assistance, Higher Education, Adult Vocational Training, Newe-Numa and Day Care requirements, i.e., intake process, supporting documents and setting up client files.
2. Orient clients to the Newe-Numa Resource Program process and program.
3. Manage, set up, and assist staff with the program interoffice filing system.
4. Coordinate and manage the transportation needs of the program.
5. Responsible for processing payment requests, purchase orders, payment vouchers etc. as submitted by staff.
6. Establish and maintain a working relationship with Federal, State, local and other tribal organizations for the purpose of providing services for staff and clients.
7. Will submit PL 102-477 reports and statistical data as assigned by the program director.
8. Willing to perform other duties as assigned by the immediate supervisor

ADDITIONAL RESPONSIBILITIES:

1. Operate the PBX system for the Resource Management Building: This will entail light mail duties, answering, transferring and taking telephone messages for all programs located in the Resource Management Building.
2. Assist tribal members with burial assistance applications, documentation, funeral announcements, funeral programs, payment requests and enrollment verification. This will include communication with funeral homes, grave digging rotation, DVHS, and EOC (if needed).
3. Manage the Adult Custodial Care Program.
4. Manage the Nevada Gold Mines Summer Youth Programs.

MINIMUM ACCEPTABLE QUALIFICATIONS:

1. Must have a High School Diploma or General Equivalency Diploma (GED)
2. Must have valid Idaho/Nevada Driver's License
3. Must have two years of education in the Social Science field.
4. Must have computer knowledge
5. Preference will be given to applicants who have a general understanding of the Code of Federal Regulation (CFR) for Social Service, Higher Education, Child Care, Native Employment Works, and Johnson O'Malley.
6. Preference will be given to applicants who demonstrate the ability to work and communicate with people on a one to one basis.
7. Preference will be given to applicants who have a general understanding of case management.