



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## POSITION DESCRIPTION

**POSITION TITLE: WORK FORCE DEVELOPMENT (WFD) OFFICE MANAGER**

**SUPERVISOR: WFD SITE MANAGER**

**SALARY: \$21.84-\$30.86 DOQ/DOE 1 FTE**

**NATURE OF WORK:** The WFD Office Manager provides a high level of secretarial and administrative support to the WFD team. This position requires multi-tasking and timely completion of tasks in coordination and collaboration with the Site Manager and staff.

### **JOB DUTIES AND RESPONSIBILITIES:**

1. Identify, locate and track documents needed for support of WFD Department.
2. Provide professional level customer service for reception area, receive guests and visitors, answer questions and direct them to the appropriate staff.
3. Answer telephones and give information to callers, take messages or transfer calls to the appropriate staff member.
4. Receive information and documents; ensure they are routed in a timely and accurate manner.
5. Input and maintain WFD-related data into computer software programs, such as Excel, Word, and Tribal Assistance System (central database TAS).
6. Assist clients in completing the intake process, gathers eligibility documentation; prepares client case files for eligibility and forwards to Site Manager.
7. Inputs and sets up client files in the data base system (TAS) for Case Managers.
8. Verifies WFD services to external agencies as directed by the Site Manager.
9. Back up Case Management when needed.
10. Maintain and manage correspondence files, grant files and perform tasks delegated by the Site Manager and staff.
11. Coordinate the production and distribution of program specific brochures, flyers, handouts and other media.
12. Order and maintain general office supplies and amenities.
13. Assist in the operation of WFD office equipment; trouble-shoot and resolve equipment problems.
14. Other duties as assigned, such as activities and events support as directed by supervisor.

### **MINIMUM REQUIREMENTS:**

1. High school graduate or GED and one-year administrative experience.
2. Working knowledge of Microsoft Office including Word, Excel, PowerPoint, Access and desktop publishing programs.

3. Excellent organizational skills.
4. Resourceful and self-starter.
5. Must be dependable and reliable
6. Ability to learn and navigate the WFD data system (TAS)
7. Outstanding oral and written communication skills, as well as listening skills.
8. Must be able to work in a team environment.
9. Strong organizational, communication and interpersonal skills preferred.
10. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

**Behavior standards:** Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

### APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

**JOB DESCRIPTION APPROVAL:**

CEO: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_