***VACANCY ANNOUNCEMENT***

POSITION: Administrative Assistant  
PROGRAM: Social Services  
LOCATION: Annex/Concho, OK  
ISSUE DATE: September 4, 2019  CLOSING DATE: Until Filled

GENERAL DESCRIPTION:
Under the direct supervision of the Social Services Coordinator, the Administrative Assistant’s goals are to provide education to the Cheyenne and Arapaho communities about the services that are offered within each of the programs under Social Services Program. The Administrative Assistant will also be responsible for assisting clients with LIHEAP services, General Assistance, Community Service Block Grant, Supervisory IIM Accounts, Child/Adult Protection Services, Tribal Family Advocate, Prevention Specialist and other duties that are assigned by their Supervisor. This is performed in accordance with established Federal and/or departmental guidelines.

DESCRIPTION OF DUTIES:

- Responsible for the assisting with the planning and hosting of Social Services Program prevention events.
- Responsible for creating flyers, maintaining an updated resource book, coordinating guest speakers and vendors for events as needed when other staff is out of the office.
- Assist in locating appropriate resources for families that are in-need; Developing positive relationships with service providers in the community, as well as outside of the service area
- Provide assistance to clients of the various programs of the Social Services Program
- Responsible for formulation and submission of monthly and quarterly reports
- Collaborate with other Agencies and organizations regarding client need(s) and services
- Provide advocacy and direct services for Cheyenne and Arapaho families and/or other Native American families, as needed
• Provide written or oral reports on clients to appropriate requesting parties, as needed
• Assist in developing and maintaining client files by quality criteria that is established within the Social Service Program
• Participate in case staff meetings, department staff meetings, BIA meetings, and other meetings pertaining to the Social Service Program
• Responsible for the program inventory of vehicles and equipment
• Assist with filing paperwork, documents, etc.
• Assist with maintaining Cuff account, filling out check requests and purchase orders, etc.
• Able to transport clients, as needed
• Other duties assigned by Supervisor

QUALIFICATIONS:

• Must possess at the minimum a high school diploma/GED.
• Be willing to attend in state and out of state training relevant to job position.
• Ability to work flexible hours and willing to work outside of normal business hours, including after 5:00 PM.
• Must understand and strive to implement the program’s goal, objectives, rules, and regulations.
• Possess communication skills, written and oral, to relate to Indian and Non-Indian communities, other agencies and the general public.
• Must be computer literate, possess good writing skills, and be able to communicate effectively.
• Must have the ability to maintain a favorable rapport with the general public, tribal members, program directors/coordinators, tribal employees and vendors.
• Ability to maintain a high level of confidentiality on all client matters and other matters protected by the Privacy act as well as other confidentiality regulations.
• OSBI and criminal background check required and be adjudicated appropriately.
• Must possess a current Oklahoma Drivers License to operate a government owned vehicle as well as have reliable transportation.
• Prefer knowledge of Cheyenne and Arapaho/ Native Americans cultures and values.
• Prefer knowledge of Social issues the communities face
• Ability to work with difficult clientele with various social problems and/or needs.
**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
**Personnel Department**
P.O. Box 167
Concho, OK 73022
[atisdale@c-a-tribes.org](mailto:atisdale@c-a-tribes.org)
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

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