**Vacancy Announcement**

**POSITION:** Certification Clerk  
**DEPARTMENT:** C&A Food Distribution  
**LOCATION:** Clinton, OK  
**ISSUE DATE:** October 1, 2019  
**CLOSING DATE:** Until Filled

**GENERAL DESCRIPTION:**
Under the direct supervision of the Cheyenne & Arapaho Food Distribution Program Administrative Officer/Certification Clerk Supervisor; the Certification Clerk reviews applications for participation in the Food Distribution Program. Records and evaluates personal and financial data obtained from applicant's initial interview of the application to determine initial or continued eligibility according to USDA guidelines.

**DUTIES AND RESPONSIBILITIES:**
- Explains rules and regulations governing eligibility and legal rights to applicant or recipient
- Initiates procedures to grant, modify, deny, or terminate eligibility for participation in the program.
- Shows a high level of confidentiality and professionalism
- Prepares and keeps confidential records of assigned cases
- Prepares and submits SNAP benefit checks to the Department of Human Services
- Prepares and submits new participant's files within a month's timeframe
- Responsible for all participant's files to be completed at the end of each month
- Responsible for all home bound orders
- Responsible for notifying participants 1-2 weeks prior to last day of issuance that their eligibility to pick up their food package
- Will be responsible for making sure all certified participants are within USDA guidelines according to the Food & Nutrition Service 501 Handbook
- Responsible for handling any necessary participant forms from the 501 Handbook or Plan of Operation if it ever were to arise
- Prepares regular and special reports as required
- Responsible for participant monthly mail outs and monthly calendars
- Accompanies program vehicles to any Food Distribution sites to provide certification service and assist in the distribution of food items.
- Conduct Nutrition Education activities when assigned
- Performs outreach functions by notifying participants of distribution sites’ dates and notification of recertification dates.
- Maintain kitchen cleanliness
- Will assist with other program components when needed. (Cross-train in Warehouse Aide)
- Responsible for janitorial duties for the front office area including restrooms when assigned
- Be able to go to in-state and out-of-state training
- Any additional duties assigned by the Chain of Command to complete program objectives that will benefit the program as well as the employee
- May be required to drive a two-ton truck

**QUALIFICATIONS:**
- High School graduate or GED
- Must have valid Oklahoma Driver’s License
- Possess at least (2) years of clerical duty experience
- Typing and computer skills desired
- Good communication skills
- Capable of meeting deadlines in a timely manner
- Experience in working with policies and guidelines
- Must be in good physical condition
- Must be able to do moderate lifting
- Must pass a physical examination
- Must be able to obtain:
  - Forklift Safety Certification
  - Food Handler’s Card
  - CPR/First Aide/AED Certification
  - OSHA Training Course
  - Microsoft Training Courses
  - CDL License if required
- Ability to work with minimal supervision
- Must pass pre-hire drug testing
- Must pass background check
**SALARY:** Negotiable, depending on qualifications and experience.

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

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

To view all our current vacancy announcements, please visit our website at:  
www.c-a-tribes.org