



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Tribal Family Services Assistant

This position is responsible for assisting with the Tribal Family Services Department and NVE's COVID-19 Response as needed.

The incumbent performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.

Team: Tribal Family Services

Reports to: TFS Manager

Salary Status: Non-Exempt

Salary Range: \$20.00- \$25.00

Schedule: Part Time, Temporary, 20 hours/week

Last Revised: August 2020

Responsibilities/Duties

- Assist Deputy Director with monthly distributions as needed.
- Shop and run errands as needed.
- Conduct welfare checks on COVID-19 positive tribal members via phone.
- Provide information on resources and assistance available to COVID-19 positive tribal members.
- Assist with the adopt an elder program.
- Assist tribal elders with chores, errands, and transportation as needed.
- Assists with projects and events as needed.
- Assist with advertising and outreach as needed.
- Assist with FDPIR inventory and food delivery.
- Maintain a high level of confidentiality.
- Other duties as assigned.

Competencies (Knowledge, Skills and Abilities)

Excellent organizational skills. Attention to detail is of utmost importance. Must have excellent ability to prioritize tasks. Must be outgoing and personable with a desire to assist people. Ability to communicate well with employees, management, and the general public. Ability to recognize unique circumstances and use independent judgment to apply different, yet appropriate, procedures to accomplish tasks. Good attendance and work habits is mandatory. Must have the ability to judge and adjust procedure on case-by-case basis.

Experience Requirement

Two years administrative/clerk office experience or social service experience preferred.

Education Requirement

Highschool diploma or equivalent required. Current Alaska Driver's license with good driving record for past five years required.

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www.eyak-nsn.gov



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Performance Standard

Regularly sit for long periods of time to complete tasks.
Regularly bend, crouch, stand, move about to complete work.
Typically lifts 25 lbs. to coordinate work.
Regularly manipulate electronic data to gather, input and otherwise coordinate work.
Regularly use mental, oral and written methods to complete work.
Regularly use mathematical and linear thinking skills to provide accurate, literate work.

Environmental Factors

Work will be completed in an administrative office, Exposure to typical office equipment including copiers.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date

Team Leader Signature

Date