

Opening Date:	September 15, 2017	Closing Date:	Until Filled
Position:	<u>FP&D Program Support Part Time/Benefitted</u>	Reports to:	FP&D Division Manager
Salary/Wage:	Grade D; \$20.63 – \$22.31/HR	Department:	Social Services
Hours:	Varies Time	Location:	ASNA

Brief Summary:

Under the guidance of the Family and Development (FP&D) Division Manager, perform data entry using comprehensive records maintenance system of recordkeeping for Division. Major responsibility involves helping Tribal families and their children across the North Slope become self-sufficient through the **Bureau of Indian Affairs Welfare Assistance, Child Care Development Fund, and Title IVB Family Preservation and Child Welfare Services Programs**. Data entry and support services are provided in a collaborative effort with all agencies involved and in a manner that is safe, stable, culturally relevant and community-based.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

High School Diploma or general education or (GED) required;
One year of Social Service work experience preferred; and
One-year data entry and administrative support experience highly preferred.

Certification and Licensure:

None

Desired Knowledge, Skills and Abilities:

1. Computer literacy required; knowledge of Microsoft Word and MS Office; Demonstrate capable use of basic office equipment.
2. Knowledge of basic office procedures, including filing, organizing, procurement, and requisitioning;
3. Good organizational skills; accurate written and oral communication skills;
4. Uphold patient/client confidentiality at all times;
5. Accurately complete tasks in a timely manner. Identify and resolve problems in a timely manner;
6. Excellent telephone etiquette and face-to-face customer service skills;
7. Dependable and has the ability to work independently;
8. Work ethically and professionally; treat people courteously and respectfully;
9. Respond promptly to customer's needs;
10. Calmly manage difficult or emotional situations; and
11. Demonstrated ability to work well with staff members in a supportive manner.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

Anaktuvuk Pass

Atqasuk

Barrow

Kaktovik

ASNA

Nuiqsut

Point Lay

Point Hope

Wainwright

ARCTIC SLOPE NATIVE ASSOCIATION

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.