



Vocational Rehabilitation Program Assistant

COWLITZ INDIAN TRIBE DEPARTMENT OF HUMAN RESOURCES JOB ANNOUNCEMENT

POSITION DESCRIPTION

Title: **Vocational Rehabilitation Program Assistant**

Schedule: **Monday through Friday**

Location: **Longview, WA**

Opening Date: **April 13, 2017**

Classification: **Full Time**

Hours: **8 am to 5 pm**

Salary Range: **\$14.00 to \$16.00 DOE**

Closing Date: **April 20, 2017 or until filled**

Position Summary: Assist eligible Native Americans and Alaska Natives with Vocational Rehabilitation services that are consistent with their individual strengths, resources, and abilities so that they may prepare for or engage in gainful employment. Participates in Program Outreach and other duties, as well as general office duties.

Essential Functions:

Clerical

1. Greet and direct clients
2. Answer Multi-Phone lines, route calls and take messages
3. Pre-Screen for Program Eligibility
4. Good communication skills: written and verbal
5. Strong knowledge of Microsoft and other computer programs
6. Prepare new client files
7. Maintain client confidentiality including knowledge and practice of HIPAA requirements
8. Record, type, disseminate and maintain staff meeting minutes
9. Perform routine clerical tasks; copying, fax, scan, ordering and inventory
10. Generate and track purchase orders
11. Maintain database, generate reports as needed
12. Make travel arrangements including travel advances for staff/Coordinate Travel
13. Assist VR Staff as needed
14. Work well independently and as a team member
15. Perform duties effectively and efficiently
16. Other duties as assigned by VR Program Manager

Program Assistant:

1. Complete research as required and report findings
2. Knowledge (willing to learn) of VR, disabilities and Tribal VR
3. Transport clients as needed. Maintain Program Safety Standards
4. Provide clients with Community and other resources as needed
5. Maintain the Job Board with current postings
6. Review employment postings daily, Work Source, Newspapers etc...
7. Assist clients with FAFSA, Work Style Inventories and other computer aided testing
8. Maintain client confidentiality
9. Assist VR Staff in obtaining client records from inside and outside agencies
10. Conduct and participate in Outreach activities
11. Willing to travel as necessary for training/staff development/outreach
12. Attend Community Partner meetings as requested by the Program Manager
13. Assist VR Counselors as requested regarding client needs
14. Conducts themselves ethically and professionally
15. Maintain Social Media
16. Other duties as assigned by the VR Program Manager

Requirements

- GED or High School Diploma
- Preferred: AA, BA or Certification in Business
- Field of Study: Vocational Rehabilitation or Social Science

Training and Experience

- Minimum: Two to Five years.
- Preferred: Five plus years.

Minimum Job Qualifications

- Must submit and pass drug screening and criminal background check

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail cover letter and resume to:
Human Resources Department Cowlitz Indian Tribe
P.O. Box 2547 Longview, WA 98632

