



Ninilchik Traditional Council

Tribal Services

P.O. Box 39444

Ninilchik, Alaska 99639

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VACANCY ANNOUNCEMENT

Tribal Services Receptionist

ANNOUNCEMENT DATE: January 10, 2022

CLOSING DATE: When filled

POSITION TITLE: Tribal Services Receptionist

POSITION BEGINS: February 1, 2022

POSITION TYPE: Full Time / Permanent

SALARY: Depends on Experience

Dependent on funding

POSITION SUMMARY:

The NTC Tribal Services Receptionist is an integrated position within the Ninilchik Traditional Council assigned with the duties and responsibilities associated with managing the Tribal Services' front desk, assisting the Tribal Services staff with clients, department activities/events and programs.

PRIMARY DUTIES/RESPONSIBILITIES:

1. Become familiar with NTC Tribal Services Programs, budgets, duties, and responsibilities and regulations.
2. Assist staff with the direct implementation of NTC's Tribal Services Programs.
3. Develop positive working relationship with staff and other Social Services agencies to ensure professional services and referrals for Tribal individuals, families, and children.
4. Assure confidentiality of all clients, and their personal information.
5. Provide client intake.
6. Identify available resources and assist clients with the application/referral process.
7. Assist in dispensation of NTC Tribal services program information to Tribal members and the public.
8. Participate in NTC Tribal Services Program's staff meetings and submit recommendations to the NTC Tribal Services Director.
9. Work with at-risk families.
10. Assist the Tribal Services Staff in providing prevention activities.
11. Assist staff with foster families, recruitment, and outfitting homes for Emergency placement.
12. Inform the NTC Tribal Services Director of problems involving Tribal Services programs and assist in solving problems involving areas of concern.
13. Be available for consultation and to supply information to the NTC Tribal Services Director, and NTC Board of Directors if necessary.
14. Receive any needed training in conjunction with job requirements.
15. Able to take/pass trainings: First Aid & CPR, Health & Safety Bundle, Mandatory Reporting, Food Handlers Card.
16. Is a Mandatory Reporter of child abuse and neglect as specified in Alaska Statutes and Public Law 101-630, as amended.
17. Undergo and clear a background check and character investigation.
18. Prepare for any Tribal Service Department/committee meetings.
19. Prepare mail for mailouts.

20. Mail and receive mail, distribute all packages, letter's, etc. to staff.
21. Log incoming/outgoing mail.
22. Travel locally, in state and out, as required of the job and as approved by the NTC Tribal Services Director and NTC Executive Director.
23. Submit semi-monthly time sheets to the NTC Tribal Services Director.
24. General administrative duties related to managing the front desk and Tribal Services building, which includes but is not limited to, filing, typing, correspondence, email, fax, phone, and reporting requirements.
25. General duties in creating/establishing the Tribal Services Campus.
26. Work with Tribal Services Staff in administering summer cultural camps.
27. Work with other Alaska Tribes in collaborating on services.
28. Submit NTC Tribal Services Program supply requisitions to the NTC Tribal Services Director in a timely manner.
29. Submit monthly program reports to the NTC Tribal Services Director.
30. Plan for program upgrades and expansion in conjunction with the NTC Tribal Services Director.
31. Other duties as assigned by the NTC Tribal Services Director, the NTC Executive Director or his/her designee.

QUALIFICATIONS:

- Must pass a criminal background check with acceptable standards of character and complete the fingerprinting process.
- Proficiency with computer systems.
- High School Diploma.
- Must be 18 years of age or older.
- Attention to detail.
- Driver's license and transportation.
- Familiarity with and understanding Alaska Native Culture.
- Ability to work with our membership.

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act (25 ISC 450e(b)), to give absolute preference in selection to candidates who are eligible for Indian Preference also applies. For consideration under Indian Preference, proof is required.

OTHER:

This position will be under the direct supervision of the NTC Tribal Services Director. All NTC positions are subject to, and under direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace, and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov

Applicants must submit a complete NTC Application for Employment as well as a personal resume.

Contact Information:

Ninilchik Traditional Council
 P.O. Box 39070
 Ninilchik, AK 99639
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 Email: ntc@ninilchiktribe-nsn.gov

Concurrent Out/In House Posting