



# Ninilchik Traditional Council

## Tribal Services

P.O. Box 39444

Ninilchik, Alaska 99639

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### VACANCY ANNOUNCEMENT

#### Tribal Services Assistant

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**ANNOUNCEMENT DATE:** January 10, 2022

**POSITION TITLE:** Tribal Services Assistant

**POSITION TYPE:** Full Time / Permanent

Dependent on funding

**CLOSING DATE:** When filled

**POSITION BEGINS:** January 2022

**SALARY:** Depend on Experience

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#### **POSITION SUMMARY:**

The NTC Tribal Services Assistant is an integrated position within the Ninilchik Traditional Council assigned with assisting Tribal Services staff with the duties and responsibilities associated with developing, managing, and implementing all Tribal Services Programs. This position will also be responsible for assisting with establishing/creating the Tribal Services Campus. Assisting with cultural camps, the Early Learning Program and working with at-risk families, foster families and native youth.

#### **PRIMARY DUTIES/RESPONSIBILITIES:**

1. Become familiar with NTC Tribal Services Program budgets, duties, and responsibilities and regulations.
2. Assist staff with the direct implementation of NTC's Tribal Services programs.
3. Assure confidentiality of all clients, and their personal information.
4. Assist with identifying available resources and assist clients with the application/referral process.
5. Assist in dispensation of NTC Tribal Services program information to Tribal members and the public.
6. Participate in NTC Tribal Services Program's staff meetings and submit recommendations to the NTC Tribal Services Director.
7. Work with at-risk families.
8. Work with the Tribal Services Staff in providing prevention activities.
9. Work with foster families, recruitment, and outfitting for Emergency placements.
10. Inform the NTC Tribal Services Director of problems involving Tribal Services programs and assist in solving problems involving areas of concern.
11. Be available for consultation and to supply information to the NTC Tribal Services Director, and NTC Board of Directors if necessary.
12. Receive any needed training in conjunction with job requirements.
13. Able to take/pass trainings: First Aid & CPR, Health & Safety Bundle, Mandatory reporting, and Food Handlers Card.
14. Is a Mandatory Reporter of child abuse and neglect as specified in Alaska Statutes and Public Law 101-630, as amended.
15. Travel locally, in state and out, as required of the job and as approved by the NTC Tribal Services Director and NTC Executive Director.
16. Attend home-visits with Tribal Services staff.
17. Shop and distribute required items for families.
18. Submit semi-monthly time sheets to the NTC Tribal Services Director.

19. General administrative duties related to the Tribal Services programs and buildings, which includes but is not limited to, filing, typing, correspondence, email, fax, phone, and reporting requirements.
20. Assist with Tribal Services Staff in administering summer cultural camps.
21. Assist the Tribal Services staff in providing prevention activities.
22. Assist the Tribal Services staff with the Early Learning Program.
23. Work with other Alaska Tribes in collaborating on services.
24. Submit NTC Tribal Services Program supply requisitions to the NTC Tribal Services Director in a timely manner.
25. Place orders and receive orders, distribute orders to staff.
26. Assist staff in assembling furniture and outfitting both Tribal Services buildings.
27. Check Fire alarms, CO2 detectors, AED's in all TS Buildings monthly.
28. General duties in creating/establishing the Tribal Services Campus.
29. Assist with groundwork, landscaping and establishing a playground.
30. Submit monthly program reports to the NTC Tribal Services Director.
31. Plan for program upgrades and expansion in conjunction with the NTC Tribal Services Director.
32. 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.
- 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, native youth and at-risk families.

**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](http://www.ninilchiktribe-nsn.gov)  
Applicants must submit a complete NTC Application for Employment as well as a personal resume.

**Contact Information:**

**Ninilchik Traditional Council**  
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Concurrent Out/In House Posting