

EMPLOYMENT OPPORTUNITY

**HUMAN RESOURCES DEPARTMENT
HANNAHVILLE INDIAN COMMUNITY
N15750 HANNAHVILLE B-1 ROAD
WILSON, MI. 49896**
www.hannahville.net/documents

SOCIAL SERVICES COORDINATOR- This full time position provides administrative assistance and support to the Social Services Staff. Assists clients to identify and obtain benefits and emergency assistance, maintains food and pet pantry and acts as the Representative payee for vulnerable adults and children. Responsible for maintaining client payee files and emergency assistance applications, tracking and reporting statistical data, report writing, data entry, referrals, appointment scheduling and various other supportive tasks.

QUALIFICATIONS: High school graduate or equivalent; CPR certification preferred or obtained within 6 months of hire. Possess and maintain a current valid MI. driver's license and meet all insurance carrier requirements. Course work in accounting or bookkeeping required. One year of working with the public. Financial budgeting, bookkeeping or accounting experience required. Experience working with Microsoft Office Suite (Word, Excel and Power Point). Receptionist or customer service experience required. Knowledge of generally accepted office practices. Knowledge of Hannahville Indian Community resources, Tribal community and Native American culture. Competency testing required. Ability to carry out assigned projects to their completion; communicate effectively, verbally and in writing; interact with individuals in a professional and courteous manner. Able to organize, be self-motivated, and use sound and ethical judgment. Must be able to pass criminal background per BIA guidelines.

DEADLINE: UNTIL FILLED.

WAGE: N3 (\$12.00- \$15.85) or dependent upon qualifications.

HOW TO APPLY: Submit an ***"Application for Employment"***
www.hannahville.net/documents or download application to the Human Resources Department in the Tribal Administration building and mail original application with copies of MI. driver's license and any other certifications/transcripts.

Employment selection made pursuant to the Hannahville Indian Community Tribal Employment Rights Ordinance (TERO) Title IV Chapter 3. Indian Preference