



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: CARES-ARP Program Specialist (Members Assistance Department) –
(1) Full Time – Grant funded

Summary: The position is responsible for providing assistance services to the membership through the processing of program applications, answering questions, and ensuring an efficient operation from intake to completion. The position will also provide routine administrative support functions for the department. **Grant Funded through end of 2023 with the possibility of being longer.**

Employment Qualifications: A qualified candidate offers:

- a High School Diploma or GED; and
- a work experience of two (2) or more years as an Administrative Assistant or similar; and
- the technical skills of an intermediate user of MS Office software, computers, and office equipment.

Pay Grade: NE6

Hiring Range: \$11.92 - \$14.30 – Commensurate with Verified Qualifications

Status: Non- Exempt / Hourly

Background Check: Basic

Indian Preference applies in accordance with Ordinance #15-600-02

Application Instructions:

Obtain an application form and/or request a copy of the position description on the Tribe's website www.lrboi-nsn.gov or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov.

To apply, please submit completed LRBOI application, cover letter, resume, any trainings/certifications/licenses relevant to the position and front/back of driver license; no later than 5 p.m. on 06-30-2021, to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: aliciaknapp@lrboi-nsn.gov.

Incomplete or Late submissions will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For the complete job description or further information, please contact the LRBOI HR Department.

Posted – 06/14/2021

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