



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**POSITION: Program Specialist – Dual Site – Members Assistance - (1 - FT)**

**Pay Grade: NE6 Hiring Range - \$16.22 – \$22.16 - Commensurate with Verified Qualifications**  
**Status: Non-Exempt/Bi-weekly pay Background Check: Extensive**

**Indian Preference is applicable in accordance with Ordinance #15-600-02**

**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 at our current two (2) Family Service Department service locations – Manistee and Muskegon. The position will also provide routine administrative support functions for the department.

### **EMPLOYMENT QUALIFICATIONS: MINIMUM NECESSARY QUALIFICATIONS -**

A qualified candidate offers:

- High School Diploma or GED; and
- Work experience of two (2) or more years as an Administrative Assistant or similar; and
- Knowledge of all other Little River programs and services may be required to refer for services.
- Technical skills of an intermediate user of MS Office software, computers, and office equipment. The candidate's technical skills will be tested during the interview process; and
- Must possess and maintain a valid Michigan driver's license with the ability to be insured under the company's insurance policy.

### **DUTIES AND RESPONSIBILITIES:**

1. Assist members in accessing services of department, providing referrals to other tribal programs or outside agencies as necessary. Schedules appointments and will travel to other tribal offices to provide services.
2. Processes program applications which require judgment in regard to content, eligibility, accuracy, and completeness.
3. Maintains program logs, program database, and phone logs.
4. Processes check requests for payments to vendors.
5. Maintains department hardcopy and electronic files following approved file maintenance system. Ensures files are orderly and readily accessible at all times.
6. Maintains compliance with grant funded program requirements as it pertains to service delivery.
7. Assists supervisor with the research and compilation of data required for report development.
8. Composes, types, and edits a variety of correspondence, reports, memoranda and other such documents.
9. Processes mass and/or individual mailings to membership.
10. Coordinates efforts with Purchasing Department for the following:
  - a. Travel plans for all staff.
  - b. Requisitioning of all office supplies and materials.
11. Maintains confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
12. All other position/department related duties as assigned by supervisor.

### **PROGRAM MANAGEMENT:**

Read and understand all program documents that specify the requirements of the program. Assist in the development of work plans for providing any services or performing any duties in the program. Maintain any required records to prove that the functions of the program have been fulfilled.

**OTHER SKILLS AND ABILITIES:**

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, and a commitment to confidentiality.

**SUPERVISORY RESPONSIBILITIES:**

None

**PHYSICAL DEMANDS:**

Sitting for long periods of time, frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal, or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

**WORKING ENVIRONMENT:**

Work is performed in a climate-controlled office environment. The employee's work schedule may periodically need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

**Application Instructions:**

**Obtain an application form** (on-line fillable) on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) under "Employment" heading and to request a copy of the position description or by contacting Human Resources at: **LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660**  
**Phone: (231) 398-6859; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov) . ATTN: HR**

**To apply:** please submit **completed LRBOI application, cover letter, resume, and a copy of Tribal ID front/back (if applicable);** to:

**LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660**  
**Fax: (231) 331-1233; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov) .**

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 probationary introductory period.

*[For further information, please contact the LRBOI HR Department.](#)*

**Posted: 04-04-2025**

**Remove: Until Filled**