



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Resident Service Coordinator – Family Services Department
(Grant funded Position - FT)**

Summary: The Resident Service Coordinator is responsible for obtaining supportive services for Tribal members and their families residing in Tribal or Public housing. Serving as a liaison between the service providers and program participants, the coordinator will identify and coordinate public and private resources that will assist residents in becoming self-sufficient.

This is a grant funded position. Employment contingent on available funding.

Employment Qualifications: A qualified candidate offers:

- Bachelor's degree in Social Work or related field; and
- Experience working with ethnically and culturally diverse populations and low income persons; and
- Knowledge of Tribal and non-Tribal programs and services that may be required to refer for services; and
- Technical skills of an intermediate to advanced user of MS Office software, computers, and office equipment; and
- A valid driver's license and the ability to be insured under the Governmental policy.

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

Pay Grade: E3

Hiring Salary: \$37,500

Status: Exempt/Bi-weekly pay

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 *application, cover letter, resume, degree transcripts, relevant certifications/licensures and a copy of driver license*; by 5 PM November 12, 2020 to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
fax: (231) 331-1233; Email: aliciaknapp@lrboi-nsn.gov .

Incomplete Submissions will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, 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. Automobile travel is required for this position, may require proof of personal automobile insurance.

For further information, please contact the LRBOI HR Department.

Posted – 10-28-2020

Remove – 11-12-2020