



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Members Assistance Coordinator (1) - Full Time Regular**

**Summary:** The position is responsible for the development and administration of assistance programs funded by the Tribe and other funding agencies. The incumbent will prepare regulations, policies, and procedures that are in compliance with Tribal Ordinance, in addition to the supervision of staff and providing for the collaboration of program with other service departments.

**Employment Qualifications:** Minimum Necessary Qualifications -

- Associate degree in Human Services, Business, or closely related field; and
- Work experience of five or more years in a human services related role; and
- Three (3) or more years supervisory experience; and
- Technical skills of an intermediate to advance user of MS Office software, computers, and office equipment; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, 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.

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

**Pay Level:** E3

**Hiring Range:** \$37,559 – \$49,908 – \$59,770 Commensurate with Verified Qualifications

**Background Check:** Extensive

**Status:** Non-Exempt Hourly/Bi-weekly Pay

### **Application Instructions:**

Obtain an application form and a copy of the position description by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660  
phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov).

To apply please submit **required documents** as listed: **completed LRBOI application, cover letter, resume, degree transcripts, copies of any/all licensures relevant to the position, copy front/back of Driver License and copy front/back of Tribal ID (if applicable)**; to:

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

**Incomplete 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 passing an extensive background investigation prior to employment and successfully completing a 90-day introductory period.

*For further information, please contact the LRBOI HR Department.*

**Tribal Member Posting Period – 11/23/2021 through 12/02/2021**

**General Posting Period – Subject to outcome of Tribal Member selection process.**