

# CURYUNG TRIBAL COUNCIL - JOB DESCRIPTION

## COVID-19 FINANCIAL ASSISTANCE PROGRAM SPECIALIST

### **JOB OBJECTIVE:**

Work with the Tribal Administrator to coordinate financial assistance programming, in response to the COVID-19 global pandemic.

### **QUALIFICATIONS:**

- Ability to provide the Essential Job Results stated below as well as:
- Proficiency in computer operations, including Microsoft Word and Excel.
- Capable of communicating using many forums including, teleconferences, web meetings and in-person interactions in a safe and professional manner.
- **Job knowledge / documentation required:** High school diploma / GED and Valid Alaska Driver's License with clean driving record for insurance purposes.
- **Preferred:** Curyung Tribal Citizen & Familiarity with local area, people, and culture.

### **DUTIES & RESPONSIBILITIES:**

- Work with the Tribal Administrator and tribal staff to implement Curyung's COVID-19 financial assistance programs, in accordance with Curyung Tribal Council directive and compliance with federal regulations.
- Performing a variety of tasks including but not limited to processing program applications and payments, in accordance with Curyung Tribal Council directive and compliance with the federal regulations.
- Working with tribal citizens to disseminate information about the Program, as well as process applications.
- Work with Curyung staff to determine eligibility of tribal citizens for assistance through the Program.
- Agreeing to Tribe's policies on confidentiality, keeping confidential information gained through employment secure, during and after this employment.
- Using excellent communication skills including telephone, computer, person to person, and written communications, including using and developing skills in MS Word / Excel.
- Establishing effective working relationships and communicating effectively with Tribal officials, Tribal citizens, collaborating agencies and the public in a professional manner.
- Working with a minimum of errors and performing tasks with minimum of supervision.
- Operating office business machines, i.e., fax, postage, copying and multi-line phones.
- Maintains safe and clean facility, including kitchen and office areas.
- Welcoming new and different work requirements; exploring new opportunities to add value to the Tribe; helping others accomplish related job results as and where needed.
- Working flexible hours as necessary for Tribal business.
- Perform other duties as assigned by the Tribal Administrator.

### **WAGES & CLASSIFICATION:**

\$23-\$27/ per hour – Full-Time, Project Position

### **REPORTS TO:**

Tribal Administrator