



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

FEBRUARY 19, 2013

#27-13

DEPARTMENT: DEPARTMENT OF HEALTH SERVICES (DHSS)
POSITION: FDP PROGRAM COORDINATOR
SALARY: \$11.00-\$13.65 D. O. E.
CLOSING DATE: **OPEN UNTIL FILLED**

INTRODUCTION: The Program Coordinator for the Food Distribution Program (FDP) assist the Program Manager in providing general administrative duties, secretarial, receptionist, and guidance support for the program staff. The incumbent participates in the program as a multi-disciplinary team member to provide program assistance, outreach, and nutrition education services throughout our Tribal community. The Program Coordinator is supervised by and reports directly to Program Director of the FDP.

DUTIES AND RESPONSIBILITIES: *(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE)*

The Program Coordinator performs secretarial duties including typing correspondence, and maintaining receiving/outgoing records. Create client appointments and monthly program schedules in coordination with the Program Certifier. Answers and screens telephone calls and relays messages, responding to routine inquiries about the program. Greets participants and visitors and refers them to the appropriate personnel. Receives, and distributes incoming mail, faxes, deliveries and requisitions. Prepares special and recurring program reports by gathering data from various sources, compiling and typing data. The Coordinator must be able to maintain a high level of integrity and be able to protect proprietary client information at all times. Incumbent must be able to work effectively with the general public, clients, program staff, local/state/federal government employees. Assistant may at times assist with the issuing of commodities to eligible households. Maintain a high level of customer service for retail and public customers. Incumbent must be able to assist the FDP Director



with budgets, accounts payable records and accounting for the Program expenditures. Incumbent must be able to attend trainings and workshops related to the program, including Civil Rights Educational Training . Plan and develop information modules on nutrition concepts for clients. Develop educational information materials for distribution at public forums and workshops. Must be able to provide program outreach and assist the program and events for potentially eligible clients. Perform other duties and assignments as directed within the scope of duties and responsibilities, and/or Department activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Posses knowledge of USA Food & Nutrition Services Handbook 501, Food distribution Program on Indian Reservations.
- Must have Knowledge of the Colorado River Indian Tribes, Health and Safety Code, Art. 3 Food & Food Service Code.
- Must have excellent organizational skills with a high degree of initiative and analytical skills.
- Must have computer skills for Microsoft Office, and various software programs.
- Must have good interpersonal, and communication skills.
- Must be able to work with USDA software programs related to the program.
- Must possess a valid Driver's License.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED and a minimum of one year work related experience;
- Must able to comply with Tribal and Federal Law that require strict confidentiality of all client information.
- Must be able to obtain/maintain food handlers permit and/or certified food manager permit within 60 Days of employment.

**APPLY:
COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

