

# The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION  
P.O. Box 306  
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT  
Phone: (208) 478-3856/(208) 478-3857  
(208) 478-3850/(208) 478-3750  
Fax: (208) 478-3950

## JOB ANNOUNCEMENT

**TITLE:** Domestic Abuse Program Assistant

**DEPARTMENT:** Victims Assistance Programs –  
Tribal Health & Human Services

**SALARY:** \$18.79 G10-S1

**OPENS:** March 11, 2024

**CLOSES:** March 22, 2024

**CAREER STATUS:** **NON-EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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**Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

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### GENERAL PURPOSE:

The Program Assistant is responsible for administrative support services for the Victim Assistance and Adult Protection Programs (VAP/APS) and coordinates the scheduling and flow of program operations, as well as provides the clerical and administrative support necessary for the daily functions of the program. The incumbent must work independently with minimal supervision to ensure timely, accurate, and efficient workflow. Incumbent will assist semi-annual and VAP meetings monthly report deadlines, recruitment for VAP volunteers and coordinating volunteer meetings and taking minutes. Incumbents will be expected to conduct tasks in a timely manner and possess a high level of professional interaction with clients.

### SUPERVISOR:

Incumbents will be supervised and evaluated by the Program Manager, who will define objectives, priorities, and deadlines relating to program functions.

### DUTIES AND RESPONSIBILITIES:

Serves as administrative assistant to the Program Manager, which may include typing administrative documents, responding to telephone inquiries, mail faxes, obtaining bids, ordering supplies, work orders inventory records and any other duties assigned.

**Domestic Abuse Program Assistant**

**Approved 3/7/24 DA3296**

Responsible for recruitment of VAP volunteers, scheduling meetings and taking volunteer and program minutes.

Will receive 40-hour Domestic Abuse training and serve on the VAP on-call crisis team for any after-hour calls and available for the placement of victims in shelter.

Perform other duties as assigned relative to victims requesting services of the VAP program or as assigned duties by the supervisor.

May assist with VAP client transports to doctor appointments, court hearings, apartment searches, food stamp application process or other appointments needed to become self-sufficient.

Responsible for maintaining all general accounting functions, enter data for purchase requisitions request on Laserfiche and invoice for payment. Will work closely with Program Manager in assessing the annual budget.

Will maintain client information data spreadsheets to information for THHS and grant reporting.

Assist staff with travel authorizations, training requests, and coordinate travel arrangements with Tribes Travel staff.

Will take minutes of meetings, prepare reports, correspondence, memos and work on special projects for Program Manager and other staff as needed. Maintain program administrative and client files.

The VAP & Adult Protection programs sponsor a variety of events throughout the year to promote the program, incumbent may be asked to assist. These events may be held after work hours or weekends.

Incumbent greets clients as they enter the office, welcomes them and will ask how our program can help them. Will explain program services available and complete intakes on new clients. Will assist with client transports to medical, apartment searches, limited shopping trips, etc.

Communicate client information to staff in a highly confidential manner.

Duties and responsibilities will include other activities and areas as needed to carry out position functions.

Performs other duties as assigned.

### **Knowledge, Skills, And Abilities**

Must be able to work independently and handle multiple tasks at the same time and adapt quickly to changes.

Must possess strong interpersonal and organizational skills and have excellent verbal/written communication skills. Maintain open and direct communication with Program Manager and staff.

Must have excellent computer skills (Windows and Excel) and have understanding of spreadsheets.

Thorough knowledge of office practices, procedures, and equipment.

Must follow the Tribal records management policy and other record policies related to program functions and demonstrate the ability in interpreting and applying laws, regulations, resolutions and policies.

### **QUALIFICATIONS:**

High School Diploma with a minimum of five years' experience working in an administrative position as a secretary, assistant, office supervisor, or related field where independent judgment is evident.

Must possess a valid Driver's license and be eligible for Tribal vehicle insurance.

This position requires a highly functioning individual to meet the demands of the client service program. Must possess strong interpersonal and organizational skills and have excellent verbal/written communication skills.

Must be computer literate in spreadsheets and word processing and be able to type efficiently.

Must have initiative, be self-motivated and independent and be able to plan and organize work using one's own initiative or seek information and assistance from other sources as necessary.

Must have public relations and interpersonal skills and have ability and desire to work effectively, efficiently, and professionally with public.

Must demonstrate a high level of personal conduct and trust consistent with sensitivity and confidentiality this position requires.

Permanent employment status will be contingent upon the results of a Criminal Background check.

Employment history must prove creditability and dependability.

Applicants with knowledge of the Privacy and Freedom of Information Act and other laws applicable to the position are preferred.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

### **IMPORTANT APPLICATION CRITERIA**

**Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.**

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [www.sbtribes.com](http://www.sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

***Telephone calls are not accepted in place of an employment application or letter of interest.***

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.