



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Senior Center Activities Assistant

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Senior Center Activities Assistant**
Supervisor: Senior Center Program Manager
Location: Department of Human Services/Senior Center
Work Info: Part Time: 25-30 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

This is a part-time position assisting the Seniors Program Manager with food services, cultural arts, physical activities, health activities, supportive services, coordinating outings, and special interest classes and programs, and also delivering meals.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Assist with preparing food, cleaning, washing dishes, organizing/cleaning storage areas and food delivery
- Assists senior team with development and implementation of classes, outings, and activities for elders
- Assists with telephone and written correspondence as required by Senior Program Manager
- Being able and willing to handle extra duties if staff is out
- Establishing and maintaining effective working relationships with supervisors, seniors, Tribal members, agency partners and the public
- Attend trainings and classes to promote professional growth
- Keep attendance records at events
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Possess excellent customer service skills
- Must have excellent customer service skills, be able to maintain records, and must be able to maintain confidentiality
- Must be able to discuss difficult conversations with clients
- Work flexible hours including occasional evenings and weekends
- Must be able to work with little supervision
- Must have effective verbal and written communication skills, be able to explain complicated information in lay terms and work well with many different personalities and age groups
- Have an understanding of Quileute culture and the La Push community.

WORK ENVIRONMENT:

- Work will take place in an industrial kitchen, inside the Senior Center, outside, and in other areas. Must be able to drive long distances.

PHYSICAL DEMANDS:

- Must be able to drive long distances.
- Must be able to enter and exit a vehicle easily
- Must be able to lift up to 25 lbs.

SUPERVISORY RESPONSIBILITY:

- Will supervise activities, volunteers and participants

QUALIFICATIONS:

Required Qualifications:

- High school diploma or GED is required.
- Must possess a valid Driver's License
- Must be capable of handling sensitive issues in an unbiased, confidential, and compassionate manner.
- Must have effective verbal and written communication skills, be able to explain complicated information in lay terms and work well with many different personalities and age groups.
- Must be reliable, punctual and possess excellent time management skills.
- Possess excellent customer service skills

Preferred

- Associate's degree in social services, human services, social science, or other related field.
- A minimum of two years' experience working with families in a tribal setting is preferred.
- Previous experience working in a senior center

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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