



HUMAN SERVICES DEPARTMENT

Job Announcement

Food Distribution on Indian Reservation (FDPIR) Manager

Department: Human Services

Direct Supervisor: Penney James

Wage: \$350-\$1,500 per month depending on participants

Hours of Work: Flexible 9 am-5 pm Monday-Saturday

Open: April 6, 2021 - until filled

Employment Category: Contract Laborer Non-exempt, No benefits

Applications: YTT Administrative offices 606 Forest

Position Summary

The FDPIR Manager is an integrated position within the Yakutat Tlingit Tribe's Human Services Department and also a partnership with Alaska Native Tribal Health Consortium (ANTHC). The Manager is responsible for overseeing the FDPIR program operations, submitting all paperwork through electronic submission. This position is responsible for maintaining a clean and sanitary work space for all clients.

Reporting Relationships

Reports to: Human Services Director

Supervises: n/a

Duties and Responsibilities

The following duties are not intended to serve as a comprehensive list of all duties by all employees in this classification. Show are duties intended to provide a representative summary of the major duties and responsibilities. The FDPIR Manager may not be required to perform all duties listed and may be required to perform additional duties, position specific duties:

- Be reliable and punctual, set office hours you will be available for clients
- Ability to maintain professional relationship with clients and maintain utmost confidentiality
- Manage and oversee all site program operations
- Submit any and all client applications/documents to ANTHC electronically
- Receive and transport frozen/fresh/dry foods from Alaska Marine Lines
- Inventory pantry food
- Entering data into database
- Record daily temperatures
- Keep panty, freezers and refrigerators sanitary

MISSION To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize our social, health & well-being while creating economic development benefits to all tribal members.



Yakutat Tlingit Tribe



- Process clients monthly food orders and pack food for transport
- Minimal Case Management
- Keep files up-to-date and keep track of Report of Contact
- Submit monthly and quarterly reports
- Ability to bend, lift and carry up to 80 lbs.
- Ability to work independently
- Perform other duties as assigned

Minimum Qualifications (education, experience, skills)

- High School Diploma or G.E.D
- Must be 18 years of age
- Driver's License
- Proficient computer skills
- Ability to operate Xerox copy machine and electronically scan
- Obtain FDPIR Certification required by ANTHC within 2 months of hire date
- Ability to successfully pass background check

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center or email to HR@ytttribe.org

THE YAKUTAT TLINGIT TRIBE IS A DRUG FREE WORK PLACE. THIS POSITION MAY BE SUBJECT TO RANDOM DRUG TESTING AND CRIMINAL HISTORY CHECK. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE APPLICANTS.

Posted By: _____

_____ **Date**

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