

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
Phone (907) 784-3238 * Fax (907) 784-3595 * www.ytttribe.org



JOB ANNOUNCEMENT

POSITION TITLE: Food Distribution Program on Indian Reservation (FDPIR) Manager
DEPARTMENT: Human Services & Education Department
SUPERVISOR: Human Services Director
POSITION DETAILS: Contract Laborer Non-Exempt; Flexible Hours 9am-5pm Monday to Saturday
COMPENSATION: \$350-\$1,500 per month depending on participants
FRINGE BENEFITS: N/A
OPEN DATE: April 26, 2021 **CLOSE DATE:** OPEN UNTIL FILLED

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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 pantry, freezers and refrigerators sanitary
- 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

- 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**

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 AND 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN/ALASKA NATIVE APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

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.

POSTED BY:

DATE:

