



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
slthr@spiritlakenation.com

**Job Title:**

**Eligibility Technician**

**Open Date:**

**February 6, 2019**

**Position Objective: Will perform tasks in support of the FDPIR/FNS 501 and Commodity Supplemental Food Program handbooks policies and procedures established by United States Department of Agriculture for the Spirit Lake Food Distribution Program. Eligibility technician will be required to determine eligibility for clients and provide support services to the Director, FDPIR team and related nutrition education staff.**

### **Major Duties & Responsibilities**

- Greet clients and answer telephones in a professional manner, responds to inquiries and routes callers and messages to FDPIR staff.
- Tasks include assisting applicants or recipients to complete necessary applications and paperwork, interviewing clients to explain rights and obligations, eliciting pertinent information; social, financial and personal data necessary to determine eligibility.
- Other clerical work will include completing, filing, copying and proofing client records, typing, copy machine and other work duties assigned.
- Tasks will include determining eligibility, ineligibility, modification or termination of benefits and issuing benefits utilizing the Automated Inventory System along with FDPIR/CSFP guidelines.
- Applicant will maintain contact with local Food Stamp agencies and other FDPIR/CSFP agencies to prevent dual participation.
- Assist clients with food orders on a daily basis and understand monthly food package.
- Process and maintain a list of clients for home deliveries and complete orders.
- Develop monthly distribution calendar & manages social media program updates.
- Must be able to fully execute, comprehend and implement the FDPIR/CSFP eligibility guidelines within 90 days of hiring.
- Other duties as assigned by FDP Director and Eligibility Supervisor's.
- Must maintain client & program confidentiality.

### **Qualifications, Experience and education required:**

- High School Diploma or GED.
- AA degree in accounting or business related, with experience in the accounting field.
- History & knowledge of working with record keeping practices and methods of organizing work.
- Knowledge of FNS guidelines, must be able to read, understand, explain and apply regulations.
- Be able to attend meetings and trainings when required.
- Microsoft Office, Excel, Word, Power Point and other related computer programs proficient.
- Ability to work effectively, independently or cooperatively with others.

- Maintain professionalism and confidentiality at all times.
- Excellent attendance is required.
- Valid ND driver's license and be insurable under the Spirit Lake Tribe's insurance policy.

<b>Job Role:</b>	Eligibility Technician	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Exempt/Non-exempt</b>		<b>Closing Date:</b>	<b>February 20, 2019</b>
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Director
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	karenj@spiritlakenation.com normar@spiritlakenation.com
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian preference, a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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