



Job Description

Diaper Distribution Program Specialist

Department: Family and Community Resources
Reports To: Family and Community Resources Programs Manager
F.L.S.A. Classification: Non-Exempt
Range: 6/7 \$23.93-\$25.56 per hour DOQ

Position Summary:

The Diaper Distribution Program Specialist performs administrative tasks in support of SPIPA's Family and Community Resources Programs which includes the Diaper Distribution Program (DDP), Food Distribution Program (FDPIR) and Women, Infants and Children Program (WIC). The incumbent will apply independent judgment, working within policies and procedures as established by grant requirements; Performs data entry and record maintenance; Assists Family and Community Resources Programs Manager and program staff with budgets, inventory control, and ordering. This position is located at the SPIPA Intertribal Professional Center (IPC) located on the Squaxin Island Reservation near Shelton, WA.

Job Responsibilities:

- Accepts applications and certifies household eligibility by applying program guidelines.
- Provides public awareness and education on the program policies, procedures, and requirements to apply for Diaper Distribution Program (DDP) and other Food Distribution Program (FDPIR) resources.
- Prepares and maintains DDP household case files with proper documentation. Ensures information is current, updating as necessary.
- Provides DDP household with notice of eligibility within the requirements of the program guidelines. Notifies household of denial, termination, recertification, or need for additional information, as applicable.
- Monitors grant budgets; Tracks all purchases.
- Requests procurement for grants, secures vendors, submits purchase requisitions, and produces progress reports for grant deliverables.
- Enters pertinent household certification data into the computer system.
- Assists households as necessary with food order preference, program reports, procurements and receiving food shipments.
- Provides nutritional information, including cooking demonstrations and recipes, to program participants.
- Maintains and manages correspondence files, program files, and performs tasks delegated by the Family and Community Resources Programs Manager.
- Maintains a calendar for department related activities.
- Performs basic office functions not limited to phone answering, file development, supply ordering.
- Assists with WIC certification when WIC Certifier is out or workload demands.
- Other duties as assigned.

The Diaper Distribution Program Specialist, as an employee of the South Puget Intertribal Planning Agency, is expected to collaborate, engage, and work closely with all SPIPA programs to fully support the agency's Vision, Mission, and Core Values in accordance with all Agency directives.

Minimum Requirements:

- Associate in Arts degree (A.A.) and two years of experience in the described work area **or** HS Diploma and three years of progressive work experience in clerical and administrative support duties.
- Complete WIC Certifier training in six months post-employment.
- Three years demonstrated computer experience with Microsoft Office including Word, Excel, PowerPoint, Access and desktop publishing programs.
- The applicant must have the ability to maintain confidentiality and demonstrate good problem-solving skills.
- Must be able to communicate clearly verbally and in writing.
- Ability to work effectively, independently or cooperatively with others in a team environment.
- Must possess a valid State Driver's License and provide proof of automobile insurance.
- Must pass a background investigation, including relevant criminal history.

Physical Abilities: Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; occasionally lifting medium objects generally less than 25 pounds. Occasional travel to Consortium Tribe locations and selected conferences and trainings. Ability to safely operate a motor vehicle.

Salary/Fringe Benefits:

Compensation for this position has a starting range of 6/7 depending on qualifications. Benefits include medical, dental, vision, life insurance, and Agency contribution to a retirement program.

Confidentiality: This position will have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement and adhere to applicable standards.

Equal Opportunity: SPIPA is an equal opportunity employer. However, Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaska Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

Drug-free Workplace: SPIPA is committed to providing a drug-free workplace for its employees, volunteers and the communities it serves. This position requires successful completion of a pre-employment drug test.

To Apply:

Complete and submit a SPIPA employment application (<http://www.spipa.org>), a cover letter describing how your qualifications align with this position, and a resume including three work related references to:

Archie Smith, Human Resources Manager

South Puget Intertribal Planning Agency

3104 SE Old Olympic Hwy

Shelton, WA 98584

archiesmith@spipa.org

SPIPA Employment application is available online at <http://www.spipa.org> under JOBS or by calling 360.426.3990

Application screening will begin June 24th, 2024. Open until filled.

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