

Job Announcement: 02/08/2012 closes 2/24/2012

Domestic Violence Program Project Assistant

Indian Health Service/ Micmac Service Unit (Temporary)

POSITION

Domestic Violence Program Project Assistant

INFORMATION:

Part Time- 16 hours per week, occasional weekends, No benefits provided, salary \$12-\$14/ hr depending on experience. *Must be willing to go through Staffing Agency for employment*

LOCATIONS:

Micmac Service Unit (MSU)

QUALIFICATIONS:

Knowledge and skills working with community social programs and activities. Ability to operate the Microsoft Office Suite of programs-Word, Excel, Publisher; Creativity in graphic design using Word document and Microsoft Publisher; Ability to work effectively with others

JOB SUMMARY:

Assist in the development of program visual and auditory aids for the domestic violence program activities.

Assist in the coordination of DVPI related programs to meet the project's objectives.

Compile and distribute reports on proposed program goals, and budgets for activities involved to meet objectives written for the MSU DVPI program.

Prepare charts, graph, and narrative information for management or program analysis reports from materials provided

Obtain historical data from Medical Records Technician and/or Medical Support Assistant/CAC to compile statistical data for community assessments, questionnaires and notes.

Prepare information for outside media reports (newsletters, flyers, etc.)

**For complete job description please see MSU reception or ABM Personnel.*

Please submit resume to: Danielle Leblanc, Micmac Service Unit, 8 Northern Road, Presque Isle, ME 04769. 207-764-7219 Ext 123.

The Indian Health Service is required by law to give absolute preference to qualified Indian applicants and employees who are qualified and suitable for Federal employment. The Indian Health Service (IHS) by law is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual Part 7, Chapter 3. In other than the above, the Indian Health Service is an Equal Opportunity Employer.