

**THE ANETH CHAPTER  
JOB VACANCY ANNOUNCEMENT**

POSITION TITLE: Office Specialist  
WORK SITE LOCATION: Aneth Chapter Administration

DATE POSTED: 10/18/23  
CLOSING DATE: **OPEN UNTIL FILLED**

WORK DAYS: Monday - Friday FULL TIME:   
WORK HOURS: 8:00am - 5:00pm PART TIME:  NO. OF HRS./WK.: 40 \$ 13.84 PER HOUR  
SENSITIVE  SEASONAL:   
NON-SENSITIVE  TEMPORARY:  DURATION: Six (6) months

**DUTIES AND RESPONSIBILITIES:**

Provide front-end assistance, education and guidance for new applicants on Aneth Chapter's Housing Assistance Program and processes. Responsibilities may include educating prospective applicants regarding application processes; arranging and performing site visits; maintaining applicant records; preparing reports; and providing client referrals to local resources. Incumbents must maintain composure and apply professional judgment to sensitive issues and/or situations.

Experience with conflict resolution is critical for the successful performance of this work. Assists community in educating and guiding applicants, which includes assisting in completing applications and/or forms; responding to routine inquiries. Accepts, processes, and reviews applications for referral to Housing Assistance Committee for review.

Acts as liaison between funding sources, financial institutions, contractors and the Aneth Chapter to ensure responsibilities to the needs and circumstances of the Chapter; directs preparation for housing development presentations, reports and proposals; ensures coordination of planned and proposed housing developments; assists with the development of housing policies and procedures; conducts research on application requirements of funding agencies; identifies funding sources; prepares grant proposals and contract documents.

Provides analysis of existing and proposed housing development assistance programs; identifies housing problems and makes suggestions and recommendations for improvement; determines housing needs and priorities; prepares required reports, contracts, agreements and correspondence; interprets applicable federal, state and Navajo Nation housing development rules and regulations. Performs other duties of a similar nature or level.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

A high school diploma/GED. Two (2) years of work experience in planning studies, development, research or closely related area. Proficient in Microsoft Office software or other computer applications.

**Special Requirements:**

Possess a valid state driver's license.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Work involves minimal physical effort in an office environment.

**Special Knowledge, Skills and Abilities:**

Knowledge of basic principles of data gathering, compiling statistics and research methods.

Knowledge of basic planning concepts.

Knowledge of computer software, word processing, database and spreadsheet applications.

Skill in preparing a variety of records, reports and correspondence.

Skill in the use of computers and applicable software applications.

Skill in maintaining filing and records systems.

Skill in following oral and written instructions.

Skill in operating office equipment, including computer programs.

Skill in English composition, grammar and punctuation.

Skill in applying judgment in the release of and safeguarding confidential information.

Skill in preparing clear and comprehensive reports.

Skill in establishing and maintaining effective working relationships.

***THE ANETH CHAPTER GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.***

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JOB VACANCY ANNOUNCEMENT**

POSITION TITLE:                     Custodian                      
WORK SITE LOCATION:                     Aneth Chapter Administration                    

DATE POSTED:                     10/18/23                      
CLOSING DATE:                     OPEN UNTIL FILLED                    

WORK DAYS: Monday - Friday      FULL TIME:   
WORK HOURS: 8:00am - 5:00pm      PART TIME:  NO. OF HRS./WK.: 20      \$ 11.64 PER HOUR  
SENSITIVE       SEASONAL:   
NON-SENSITIVE       TEMPORARY:  DURATION: Six (6) months

**DUTIES AND RESPONSIBILITIES:**

Performs cleaning and sanitization of common areas used by employees and the general public, including but not limited to restrooms, doors entryways, windows, walls, light fixture covers, counters, mirrors, partitions, kitchens, offices, conference rooms, building furniture and equipment; sweeps, mops, dusts, vacuums, stripping and waxing floors; sanitation includes disposal and removal of trash in offices, restrooms and around facilities, uses chemicals in accordance with product specifications and Safety Data Sheets (SDS) to disinfect restrooms and public areas, wiping and cleaning furniture, countertops, access ways, door handles, windows, floors, carpet, linoleum, dry erase boards, water fountains, sinks and other facility areas.

Assists with moving or securing office furniture; perform basic preventative maintenance on buildings including but not limited to reporting or replacing bulbs, florescent lighting, sink faucets, installing toiletry dispensers and/or equipment, if unable to repair or replace reports to Chapter Manager; maintains awareness of personnel and secures facilities upon completion of cleaning; assists with snow removal in public walkways and entry ways, performs minor grounds keeping duties; maintains accurate cleaning and inventory record.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

Possess a valid state driver's license.

**Special Requirements:**

Work requires exposure to loud noises, chemicals, toxic fumes, air/waterborne pathogens; there is frequent need to stand, stoop, walk, sit, climb step stools/ladders, and lifting equipment, materials, cleaning supplies weighing up to 80 lbs.

**Special Knowledge, Skills and Abilities:**

- Knowledge of custodial cleaning methods, practices and procedures.
- Knowledge of occupational safety, health regulations and guidelines.
- Knowledge of custodial equipment preventative maintenance and repair.
- Knowledge of environmental protection regulations and guidelines.
- Knowledge of utilization of custodial equipment and tools.
- Skill in safely cleaning and disinfecting buildings and facilities.
- Skill in utilizing health safety, environmental policies, practices, and procedures.
- Skill in loading, storing, delivering, maintaining, and securing custodial supplies and equipment.
- Skill in following verbal and written communication.
- Skill in safely utilizing cleaning materials, chemicals and supplies
- Skill in establishing and maintaining effective working relationships.
- Ability to work with little or no supervision

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POSITION TITLE:     **Solid Waste Drop-Off Station Attendant**      
WORK SITE LOCATION:                     Aneth                    

DATE POSTED:                     10/18/23                      
CLOSING DATE:                     **OPEN UNTIL FILLED**                    

WORK DAYS: <u>Monday - Friday</u>	FULL TIME: <input checked="" type="checkbox"/>				
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.:	<u>40</u>	\$	<u>11.64</u> PER HOUR
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>				
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input checked="" type="checkbox"/>	DURATION:	<u>Six (6) months</u>		

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, assists residents in the use of the drop-off station and programs; inspects customer materials and directs them to the appropriate area; ensures that customers observe safe practices while on the site; maintains logs and records as required; performs routine grounds maintenance and landscaping. The Drop-Off Station Attendant collects, logs, and balances fees received to ensure a compliant cash handling procedure.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

High school diploma or GED equivalent.  
Relevant cashier work experience is preferred.

**Special Requirements:**

Possess a valid state driver's license. Work requires exposure to loud noises, chemicals, toxic fumes, air/waterborne pathogens; there is frequent need to stand, stoop, walk, sit, climb step stools/ladders, and lifting equipment, materials, household waste up to 80 lbs.

**Special Knowledge, Skills and Abilities:**

Knowledge of occupational safety and health regulations and guidelines.  
Knowledge of preventive maintenance and repair of equipment and tools used in the care and maintenance of grounds.  
Knowledge of minor preventative maintenance and repair of facilities and grounds.  
Skill in following verbal and written directions.  
Skill in maintaining a clean safe working environment.  
Skill in using customer service techniques when responding to inquiries/complaints.  
Skill in establishing and maintaining effective working relationships.

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