



Tucson Indian Center

Human Resources Department

97 E. Congress, Suite 101 * Tucson, Arizona * 85701

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Job Description

Job Title: Wellness Support Clerk

Salary: Grade 20 – Non-exempt **DOE**

Status: Probationary/Permanent, Part-Time

Hrs/WK: Minimum of 5 hours, not to exceed 20 hours per week

Department: Wellness

Job Location: Tucson, Arizona

Nature of Work:

Incumbent will be responsible for the coordination of safety/monitoring of after hour program activities, including ensuring client/participant access to Center/ Lobby at the start and end of all after hour activities, and monitoring the lobby area.

Essential Functions:

1. Guards entrance during arrival and departure of clients/participants at after-hour events, and supervises lobby area during after-hour activities
2. Responsible for providing daily shift report for submission to supervisor
3. Reports immediately to supervisor or police authorities any unusual or suspicious condition detected.
4. Assists with set-up/breakdown for Wellness Department activities and events
5. Performs Wellness Department clerical duties

Required Knowledge, Skill and Ability:

- Ability to relate well with the public by exhibiting patience, courtesy, tact, and resourcefulness, especially in dealing with customers in difficult situations
- Work well with people of varied socioeconomic backgrounds
- Follow oral and written instructions

Required Experience and Training:

- High school diploma; or GED and a combination of six months to a year experience as a Safety Monitor, Security Guard; or a combination of experience which will demonstrate ability to perform required job duties.
- Possess awareness of, and sensitivity to Native cultures and traditions

Additional Requirement:

- Must possess valid Arizona Driver's License
- Must pass Driver Insurance Carrier's requirements
- Must pass Arizona DPS Finger Print Clearance (Class I & II)
- Must pass and submit to periodic/random drug testing

Working Conditions:

- Ability to sit for long periods of time in an office environment with low to moderate noise.
- Ability to sit in front of a computer for 5-8 hours a day.
- Ability to travel to various locations, including out of state.

Supervisory Status:

- Non-supervisory
- Reports to Wellness Director

Reviewed and Approved By:

Department Director

Date

Human Resources Representative

Date

Executive Directors

Date

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.

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