

Sisseton-Wahpeton Oyate

Job Description

Job Title: Check Processor/Distributor

Report to: Elderly Affairs Program Manager

Scope of Work:

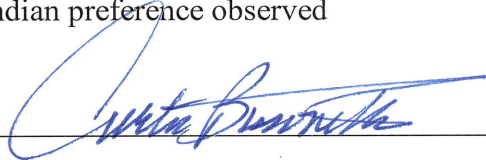
Ensure qualified elderly applicants receive the non-emergency medical transportation money (checks) they are entitled to by having checks available for timely pick up to get to their appointment at the specified time. Provides courteous and friendly service to the recipients that are picking up their transportation checks.

Duties/Responsibilities:

1. Answer incoming calls and log in with date and time.
2. Assist with applications when referrals are brought in.
3. Stamp all documents with date and time.
4. Scan all applications to data entry clerk.
5. Check with SWO Secretary's office several times a day to find out if checks are completed for elderly with appointments in near future.
6. Put check with verification and file for disbursement
7. File all applications in alphabetical order.
8. Make sure all verifications are attached to applications when received.
9. Void all checks that were not picked up.
10. Check mail and date/time stamp.
11. All completed applications are returned to data entry office for filling in recipient's file/folder.

Qualifications:

1. High school graduate/GED
2. Some business knowledge, record keeping
3. Computer experience
4. Understand lifestyle and culture of the Dakota people
5. Indian preference observed

Approved  Date 7/25/25