

Job Announcement – Social Services Assistant



Town of West Yellowstone, Montana

Position Title	Social Services Assistant
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The Town of West Yellowstone is seeking applicants for Social Services Assistant. This is a full-time regular position covered by the Montana Federation of Public Employees (MFPE) union.

General Duties

The general duties of this position are to provide general support duties in the Social Services Department.

Wage and Benefits

Wage: \$26.03, plus \$1.00/hr after successful completion of 6-month probation, plus full benefit package (vacation leave, sick leave, paid holidays, health/dental/vision coverage, and participation in the Montana Public Employees Retirement System-PERS.)

Additional Information

- For application form or detailed position description, please contact the Town of West Yellowstone Town Office- 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT. 59758, call 406-460-7795, or visit <http://www.townofwestyellowstone.com>
- This position is open until filled, and priority will be given to applications received prior to 5:00 pm on May 1, 2026.
- Applications that are incomplete or unsigned as of the closing of the vacancy will not be considered in the selection process
- The Town of West Yellowstone is an EEO/ADA employer. Women, minorities, and persons with disabilities are encouraged to apply.
- The Town of West Yellowstone has enacted a Drug and Alcohol-Free Workplace testing policy. This policy includes pre-employment and for-cause drug and alcohol testing. A copy of this policy is available to the general public for review.

- Applicants are encouraged to read the full position description for other responsibilities and essential functions. This is a full-time regular position. Positions are contingent upon annual budgetary consideration by the Town Council.

Application Procedure

Please provide the following:

1. A cover letter addressing qualifications for the position.
2. A completed and signed Town of West Yellowstone application (www.townofwestyellowstone.com).
3. A current resume.

Submit to:

Town of West Yellowstone
440 Yellowstone Avenue
PO Box 1570
West Yellowstone MT 59758

Job Description – Social Services Assistant



Town of West Yellowstone, Montana

Position Title	Social Services Assistant
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General Statement of Duties

Perform a variety of duties to provide general staff support for the Social Services Department.

Distinguishing Features of the Position

The work is performed under the supervision and direction of the Social Services Director, but leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that the employee establish and maintain effective working relationships with assigned supervisors, other employees, and the general public. The principal duties are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Provide administrative support services for the Social Services Director;
- May assist in the preparation of the department budget.
- May represent the Town on boards and at public meetings on social services issues;
- Perform reception duties;
- Respond to requests for information from the public;
- Assist in referrals to other local, county, state, and federal agencies and programs;
- Perform initial assessment of client needs;
- Provide information about available resources and assist with applications;
- Receive cash and other donations, communicate with the Finance Department to account for received funds;
- Accept and post local job announcements;
- Complete purchasing activities for the department.

- Assist in preparation of job applications and resumes as requested;
- Maintain department files and compile statistics on department activities;
- Provide administrative support to other Town offices as needed;
- Assist clients in access to in-office services, including ordering, distributing, sorting, stocking, rotating, and transporting of food commodities, clothing, or household items;
- Receives and processes confidential information from clients (including financial data and social security numbers)
- Perform all other duties as assigned.

Required Knowledge, Skills, and Abilities

- Knowledge of Town, county, state, and federal social service programs, policies, and procedures;
- Knowledge of filing and office procedures;
- Knowledge of billing processes and procedures;
- Knowledge of confidentiality procedures and rules;
- Creation and maintenance of databases;
- Use calculators, telephones, copiers, and other common office equipment;
- Establish and maintain effective relationships with Town employees and officials, supervisors, and the general public;
- Operate computers and software including word processing and spreadsheet programs;
- Understand and follow verbal and written instructions, policies, and procedures;
- Work independently to provide assistance to the general public;
- Ability to lift and move boxes or other items weighing up to fifty (50) pounds;
- Independently drive to locations out of Town to pick up food and supplies in variable weather conditions;
- Ability to climb ladders and stock shelves;
- Record and enter data according to prescribed standards.

Acceptable Experience and Training

- High school diploma or equivalent; AND
- 1-3 years of experience in clerical work, computer use, service industry, and/or working with the public.
- Possession of a valid driver's license
- OR Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Preferred Special Qualifications

- Foreign language fluency (especially Spanish or Chinese) is desirable but not required.
- Knowledge of fundraising and grant writing.

Essential Physical Abilities

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

- Vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and related equipment;
- Personal mobility and physical reflexes, with or without reasonable accommodation, enable the employee to function within a general office environment.

Acknowledgement

By signing this statement, I, the employee, acknowledge my respective job description has been received and that I have read this document and understand what is expected from me as a Social Services Assistant for the Town of West Yellowstone, MT.

Signed: _____

Date: _____

Print Name: _____

Position: Social Services Assistant

Effective Date of Employment: _____

Attest:

Supervisor: _____

Date: _____



EMPLOYMENT APPLICATION

TOWN OF WEST YELLOWSTONE

P.O. BOX 1570

West Yellowstone, MT 59758

info@townofwestyellowstone.com

Thank you for your interest in employment with the Town of West Yellowstone.

We are an equal opportunity employer and consider all applicants for all positions without regard to race, ancestry, color, religion, creed, sex, national origin, age, marital status, political beliefs, veteran or military status, genetic information, sexual orientation, or the presence of a non-job-related medical condition or physical/mental disability. We also do not discriminate based on any other status protected by law, unless such status is a bona fide occupational qualification. Please note that a separate application, résumé, and any required supporting documentation must be submitted for each job vacancy, as outlined in the specific job posting.

Date of Application: _____ Position applied for: _____

Department: _____ When are you available to begin work? _____

How did you hear about this position? _____

PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

List any other names used, if any: _____

Are you eligible to work in the United States? YES NO

If hired, you will be required to provide proof of identity and eligibility to legally work in the U. S

Are you 18 years or older? YES NO

Have you ever been convicted of a felony? YES NO

If yes, please describe in full- including dates, location and offense:

A criminal conviction does not automatically disqualify an applicant from employment; however, it will be considered in relation to the specific requirements and responsibilities of the position.

Have you ever worked for or are currently working for the Town of West Yellowstone? YES NO

If yes, please give dates: From: _____ To: _____

Department: _____ Job Title: _____

Reason for leaving: _____

Do you have any relatives that work for the Town of West Yellowstone? YES NO

If yes, please give their name(s): _____

EDUCATION

High School:

Name: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO

College:

Name: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO

Degree: _____

Other:

Name: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO

Special Skills

Do you have any special skills or certifications relevant to this position? If so, please describe them.

DRIVER'S LICENSE

Do you have a valid Driver's License? YES NO State Issued? _____

Number? _____

Do you have a Commercial Driver's License? YES NO

If yes, please specify: Type: _____ Class: _____

OTHER LICENSES OR CERTIFICATES

Certification/License Name: _____ Type of Certification/License: _____

Issue Date: _____ Expiration Date: _____

Certification/License Name: _____ Type of Certification/License: _____

Issue Date: _____ Expiration Date: _____

Certification/License Name: _____ Type of Certification/License: _____

Issue Date: _____ Expiration Date: _____

REFERENCES

List three (3) references, excluding relatives, who have knowledge of your ability to perform this job:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

EMPLOYMENT HISTORY

Begin with your present or most recent job and list all relevant work experience, including military service and volunteer work. *The information you provide on this application is subject to verification. We may contact your previous employers for reference checks and to confirm the details you've submitted.*

May we contact your current employer? YES NO

CURRENT EMPLOYER: _____ Address: _____

Date Employed: From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe the work you performed: _____

Reason for leaving: _____

Past Employer: _____ Address: _____

Date Employed: From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

May we contact your previous supervisor for a reference? YES NO

Past Employer: _____ Address: _____

Date Employed: From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

May we contact your previous supervisor for a reference? YES NO

AUTHORIZATION TO RELEASE INFORMATION

As an applicant for employment with the Town of West Yellowstone, I understand that I am required to provide information necessary to assess my qualifications. I hereby expressly authorize the release of any and all information that you, as a current or former employer or employment reference, may have concerning me. This includes, but is not limited to, information regarding my job performance, conduct, and any other relevant details—even those of a confidential or privileged nature.

I release all individuals and organizations from any and all liability arising from the disclosure of such information.

I further authorize photocopies or other reproductions of this document to be considered as valid as the original.

I acknowledge that I may be required to undergo a drug test prior to employment, in accordance with the Town of West Yellowstone's Drug-Free Workplace and Pre-Employment Drug Testing Policy. I understand that a negative drug test result is a condition of employment, and that remaining drug-free is an ongoing requirement for continued employment.

Additionally, I consent to a background and security investigation conducted by or on behalf of the Town of West Yellowstone as a condition of employment.

I have read and agree with the above statements. If applying online, I authorize electronic submission of this document to serve as the original.

Signature: _____ Date: _____

EMPLOYMENT PREFERENCE ACTS

Name: _____

Position applied for: _____ Department: _____

Veterans' and Persons with Disabilities Employment Preference

If you are claiming preference under the Veterans' Public Employment Preference Act or the Persons with Disabilities Public Employment Preference Act, please complete the section below and attach the required documentation to support your claim. Under the Veterans' Employment Preference, eligible applicants may receive an additional 5 or 10 percentage points added to their score when a numerically scored selection process is used. For more information on veterans' preference, contact your local Job Service office.

For information on obtaining certification for the Persons with Disabilities Employment Preference, contact your local Montana Vocational Rehabilitation Services Office, part of the Department of Public Health and Human Services (DPHHS).

If you claim Preference, documentation must be attached. Please check which attachments you have included:

DD-214

PHHS Disability Certificate

Other

To claim Veteran's Employment Preference, you must be a U.S. Citizen and (check ONE of the boxes below):

A Veteran, if

1. You have been separated under honorable conditions, AND have served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which campaign badge is authorized.
2. You are or have been a member of the Montana Army or Air National Guard who satisfactorily completed a minimum of 6 years' service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.

A Disabled Veteran, if

1. You have been separated under honorable conditions from military duty, AND
2. You have an established Armed Forces service-connected disability OR are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, OR you have received a Purple Heart.

The spouse of a disabled veteran if the veteran's disability prevents him/her from working.

The un-married surviving spouse of a veteran or disabled veteran.

A Mother of a Veteran, if

1. THE VETERAN died under honorable conditions while serving in the Armed Forces, OR THE VETERAN has a service-connected, permanent, and total disability, AND
2. YOUR SPOUSE is totally and permanently disabled, OR YOU are the un-married widow of the father of the veteran.

To claim Montana Persons with Disabilities Employment Preference you must be (check ONE of the boxes below):

A person with a disability certified by PHHS, OR

The spouse of a totally (100%) disabled person certified by PHHS AND have resided continuously in Montana for at least 1 year immediately before applying for employment.

Signature: _____ Date: _____

APPLICANT SURVEY

Title VII of the U.S. Civil Rights Act requires the State of Montana to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

This applicant survey will be separated from your application. The Town of West Yellowstone is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites applicants to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary. Refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will be used only in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual

Position Closing Date: _____

Male Female

Are you 18 years or older? Yes No

Name: _____

Job Applied For: _____ Department: _____

How did you first learn of this position?

- Newspaper ad or Journal Ad
- Telephone Job Line
- Job Service
- Career/ Job Fair
- Female, minority or handicapped referral organization
- A friend/ employee
- Posted in Town Hall
- Town of West Yellowstone Website
- Other (specify) _____

MILITARY STATUS- Please check the ONE box that best describes your military status

- No Military Service
- Inactive Reserve
- Vietnam Veteran
- Active Reserve
- Retired
- Other Veteran
- DISABLED VETERAN

RACE/ETHNICITY- Please check the ONE box that best describes your race/ethnicity:

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origins regardless of race.
- White (not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.