Smith River Rancheria
Position Description

Title: Program Specialist

Department: (02) Community and Family Services

Class: Regular - Skilled
Status: Full-Time
Supervisor: DV Social Worker/Advocate
Effective Date: April 2013

FLSA: Non-Exempt
Pay Grade: V ($13.36 - $18.85)
Subordinates: None
Funding: Grant Driven

Position Summary:
The Community and Family Services (CFS) Program Technician will administer and coordinate the day to day activities of the Domestic Violence Transitional Housing Program. Duties include, but are not limited to: counsel and assist clients with Individual Self-Sufficiency Plans (ISSP); provide financial, life-skills, parenting and other training services; assist clients in accessing Tribal and other assistance programs; issuing payment requests and requests for expenditures; prepare and submit reports (financial and otherwise) in accordance with program and grant guidelines; assist, attend and participate in outreach activities as scheduled. The Program Specialist works under moderate supervision in administering services and in using agency or community resources while working independently toward established objectives.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Possess a working knowledge of Human Services Programs, Job Readiness and Job Training Programs, local housing market(s), and local education resources.
- Create positive working relationship with clients and their families to create reasonable and achievable Self-Sufficiency Plans.
- Maintain and protect client and worker safety.
- Maintain documentation of activities in accordance with departmental and funding agency requirements while maintaining utmost client confidentiality.
- Utilize and maintain computerized systems to carry out assigned duties.
- Act as liaison between client and community partners and other helping agencies; assist client in obtaining services from other agencies.
- Prepare periodic reports for the Department and/or administration.
- Exercise prudent judgment in applying policy, procedure, regulations and laws.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- High School diploma of GED required; AA degree in related subject or equivalent education and experience highly preferred.
- Minimum 2 years' experience in providing family, social and/or community services.
- Knowledge of current issues in the field of social welfare; social services programs including ICWA, child welfare, TANF, family violence, sexual assault and other public welfare programs on the Federal, State, and local level.

- Experience working with Native American communities.
- Ability to work with diverse groups, including low or very low income families.
- Ability to comply with all applicable Federal or Tribal statues, regulations or ordinances.
- Ability to provide instruction and clearly convey program rules and expectations to clients and their families.
- Must submit to and pass a pre-employment drug and alcohol screen and comply with the Drug-free Workplace Policy.
- Requires computer literacy in a Microsoft Office Suite.
- Knowledge of basic principles of individual and group behavior.
- Possess strong organizational skills and the ability to set realistic goals, initiate and follow through on complex tasks, manage time, meet multiple deadlines and work effectively under moderately stressful conditions.
- Qualified American Indian Preference applies.

Language Skills:
Ability to read, analyze and interpret technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions, while facilitating group meetings.

Mathematical Skills:
Ability to work with mathematical concepts, ability to apply concepts such as fractions, percentages, ratios, and pro-rations. Experience in basic household budgeting practices and basic banking principles.

Reasoning Ability:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving multiple variables in fluid situations. Ability to stay on task and maintain composure during frequent interruptions or challenging behaviors.

Certificates, Licenses, Registrations:
- A valid driver's license will be required at the time of appointment; employee may be required to drive their own vehicle, provide proof of financial responsibility and submit a DMV clearance.
- Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.
- Current criminal background fingerprint clearance.

Physical Demands:
While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, hands and fee. The employee is frequently required to stand, walk and ascend and

descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

Work is typically performed in an office environment, with frequent interactions at client's residence, schools, and other institutions both public and private. Work also involves a high level of interaction with Tribal members, their families and outside professionals; often under stressful conditions.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____