



Tolowa Dee-ni' Nation Position Description

Title: Project Specialist

Class: Regular – Skilled

Status: Full Time

Supervisor: Project Manager

Effective Date: October 2013*

Department: (02) Community and Family Services (CFS)

FLSA: Non-Exempt

Pay Grade: V (\$13.76 - \$19.41)

Subordinates: None

Funding: Grant Funded

Position Summary:

The Community and Family Services (CFS) Project Specialist will administer and coordinate the day to day project activities of the Workforce Development and Leadership program pursuant to the objectives of the 2013-2016 Administration for Native Americans (ANA) Sustainable Employment and Economic Development Strategy (SEEDS) grant. Duties include, but are not limited to: provide job readiness, vocational, and educational assistance to clients, 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 Project 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:

- Possess a working knowledge of Human Services Programs, Job Readiness and Job Training Programs, local housing market(s), and local educational resources.
- Develop collaborative working relationships with State, County, Tribal, and community-based organizations who provide employment training, job counseling and placement services; outreach to local businesses and employers.
- Create positive working relationship with clients and their families to create reasonable and achievable Self-Sufficiency Plans.
- Provide supervised individual counseling to unemployed, underemployed community members to achieve job readiness and secure employment.
- Schedules, promotes, arranges, presents and/or otherwise facilitates the offering of special-topic workshops on career planning, job search techniques, resume writing, interviewing techniques, employer rights, entrepreneurship, small business development, and employer rights.
- Facilitates life skills, parenting, healthy relationship, financial literacy and healthy living groups in conjunction with community partners.
- Organize and carry out youth leadership activities including college tours and conferences both locally and out of town.
- Assist students to develop educational 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.
- Plan and execute project meetings, activities, and events including cooking.
- 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.
- Transport clients in agency vehicle.
- Act as mentor, chaperone, and role model to youth.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- High School diploma or GED required; AA degree in related subject or equivalent education and experience highly preferred.
- Minimum two (2) years of experience providing vocational and/or educational counseling.
- 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 statutes, regulations and 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.
- Requires computer competency in 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 will apply.

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:

- Must possess and maintain a valid state-issued driver’s license, submit a DMV clearance and be eligible for Tribal vehicle insurance.
- Possess Food Handlers Certification.
- Possess First Aid and CPR Certification.
- 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 feet. 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/or 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 may be performed in an office environment, with frequent interactions at client’s residence, employment sites, 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. Work activities will include evening, weekends, and occasional out of town travel.

Employee’s Signature: _____

Date: _____

Supervisor’s Signature: _____

Date: _____