

Tolowa Dee-ni' Nation

Position Description

Title: Project Manager

Department: Community and Family Services

Class: Skilled / Management

Supervisor: CFS Director

Effective Date: October 2013

Status: Full-time

FLSA: Exempt

Pay Grade: VII (\$17.45-\$24.61)

Subordinates: Yes

Funding: Grant Driven

Position Summary:

The Community and Family Services (CFS) Project Manager will administer and coordinate the day to day management 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. Under the general supervision of the Director of Community and Family Services, the Program Manager will manage the day-to-day operations and oversee the project to ensure smooth functioning of the Head Start program in all areas to provide quality services to children and families, and to support the goals of the program. The Project Manager is responsible for ensuring adequate systems are in place to maintain the highest quality of services to clients. This position serves as principle agent in the development of collaborative agreements with family support services and related agencies.

Essential Duties and Responsibilities:

- Carries out goals, policies and activities designed to implement the Workforce Development and Leadership project.
- Participate in the design of internal structures, systems and policies.
- Develops and maintains specific program/project policies and procedures to meet federal, state and local regulations.
- Assist in preparation and monitoring of grant reporting, budget application and community assessment.
- Schedule and participate CFS Department training.
- Ensure consistency in service delivery with attention to inclusive practices and integration of component areas; encourage continuous improvement of systems.
- Responsible for program/project development and implementation, focusing on a client centered approach consistent with the goals and objectives of the program.
- Participate in development of project interagency agreements and contracts.
- Completes project monitoring to ensure that component goals, objectives and mandates are on schedule and achieved. Project monitoring will require reports to be submitted to the CFS Director on a monthly basis.
- Oversee the development of training, delegate project activities, and track professional development of subordinate staff.
- Completes introductory and annual performance evaluations for subordinate staff.
- Facilitates a team approach to management ensuring a favorable work climate and time completion of all requirements.

- Maintains excellent partnerships with local community partners to further collaborative efforts.
- Establish and maintain relationships and collaborations with public school districts, systems of higher education, and other community agencies and partners.
- Oversee development of a project calendar of activities and deadlines for project use.
- Assists clients in achieving goals and objectives of obtaining education and employment by coordinating support services, making contacts with agencies, providing transportation, scheduling appointments, etc.
- Collaborates with clients to identify and access community resources based on their needs for such services as clothing, food, housing, and transportation.
- Provides educational or other appropriate interventions including counseling programs, and mental health issues, i.e. substance abuse, child abuse, neglect, and domestic violence.
- Act as mentor, chaperone, and role model to youth.
- Plan and execute activities, events, and meetings both locally and out of town, including cooking.
- Drive agency vehicle.
- Understanding and implements all safety rules, emergency procedures, and establishes policies, etc.
- Establish and maintain systems to document and track program performance; meet reporting and evaluation deadlines as required.
- Approve all project purchase orders, personnel actions, travel requests, incident reports, action requests, etc.
- Participate in required Tolowa Dee-ni' Nation meetings and trainings and work cooperatively with all Tolowa Dee-ni' Nation departments.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

Is responsible for the overall direction, coordination, and evaluation of this unit, carries out supervisory responsibilities for all subordinate staff in accordance with Tolowa Dee-ni' Nation policies and applicable laws. Responsibilities include interviewing, hiring, training, appraising performance of employees. Planning, assigning, and directing work, discipline, addressing complaints and resolving problems for the employees. Directly supervises SEEDS Project Specialist and Administrative Assistant.

Minimum Qualifications:

- Requires a Bachelor of Arts or Science (BA), (BS) degree in related subject with a minimum of four (4) to six (6) years of related experience or an equivalent combination of education and experience.
- Minimum two (2) years providing vocational and/or educational support services to clients.

- Knowledge of current issues in the field of social welfare; social services programs including ICWC, child welfare, TANF, family violence, sexual assault and other public welfare programs on the Federal, State, and local level.
- Supervisory or project management experience including grant management.
- Must submit to and pass a pre-employment drug and alcohol screen and criminal background investigation.
- Position requires occasional overnight travel. Requires the ability to drive 7 hours within a 24-hour period.
- Requires computer literacy in a Microsoft office environment.
- Must possess Food Handlers Certification.
- Must possess First Aid and CPR Certification.
- Must submit to and pass a pre-employment drug and alcohol screen.
- 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.

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 several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

- Must possess and maintain a valid, State-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.
- 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.
- Must possess First Aid and CPR Certification.
- Must possess Food Handlers Certification.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. 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:

The work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities on a daily basis. There are many distractions and the noise level does escalate during physical activity times. Environment can be chaotic due to sheer numbers of children and families in close proximity.

Work activities will include non-traditional hours such as evening, weekends, and occasional out of town travel.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____