

Tolowa Dee-ni' Nation

Position Description

Title: Program Coordinator
Class: Management
Status: Full time
Supervisor: CFS Director
Effective Date: January 2011

Dept: CFS
FLSA: Exempt
Pay Grade: 7 - 8 (\$18.15 - \$28.68)
Subordinates: TANF Techs/Specs
Grant Funded: Yes

Position Summary:

This position will administer and coordinate the day-to-day management activities of the Temporary Assistance to Needy Families (TANF) program pursuant to the four purposes of TANF. Under general supervision, Program Coordinator will manage the day-to-day operations and oversee the program with a high degree of independence in administering services. The Director assists with unusual situations that do not have clear precedents or when clarification or interpretations of established policies/regulations are needed. Other functions performed are the development and delivery of staff and clientele training, drafting procedures, and working with employers and community partners to secure job placements.

Essential Duties and Responsibilities:

- Oversight of program operations.
- Develop and maintain program policies and procedures to meet regulations.
- Plan, organize, review, supervise and evaluate the work of subordinate staff.
- Assist in preparing and monitoring program budget; assure financial stability by analyzing cost effectiveness and exercising cost controls.
- Responsible for program/project development and implementation, focusing on a client centered approach consistent with the goals and objectives of the program.
- Develop of interagency agreements and contacts.
- Completes program monitoring to ensure that goals, objectives and mandates are met and in compliance with TANF requirements. Work closely with the Administrative Analyst to submit required federal reports.
- Submit monthly activity reports to the CFS Director.
- Oversee the development and tracking of professional development for subordinate staff.
- Facilitate a team approach to management ensuring a favorable work climate and timely completion of all requirements.
- Maintain excellent partnerships with local community partners to further collaborative efforts and improve both services to clients and case plan outcomes.
- Interviews clients and performs case studies to determine social service needs.
- Interpret policies, rules, and regulations of the agency to applicants, clients and others within the scope of their responsibility.
- Ensures that home visits, employer visits and other mandated appearances are completed.

- Participates in in-service training and other staff development activities to increase knowledge of work processes and maintain technical competence.
- Represent CFS with various agencies, including, but not limited to: governmental agencies, funding agencies, national organizations, and the public; act as community liaison for program(s)/projects(s).
- Knowledge of child development, family dynamics, family problems and stresses of parenting, substance abuse and domestic violence. Understanding of family dysfunction and ability to intervene successfully to improve family functioning.
- Drive agency vehicle.
- Understand and implement safety rules, emergency procedures, and established policies.
- Establish and maintain systems to document and track program performance; meet reporting and evaluation deadlines as required.
- Approve program purchase orders, personnel actions, travel requests, incident reports, action requests, etc.
- Participate in required meetings and trainings and work cooperatively with all TDN departments.
- Temporary or permanent duties and responsibilities may be added to, or modified as necessary.

Supervisory Responsibilities:

Directly supervises TANF Program Technician(s) and other program staff as assigned.

Minimum Qualifications:

- Must be able to perform all essential duties and responsibilities.
- Bachelor's Degree in Social Work, Psychology, Sociology or closely related field, or an equivalent combination of education, specialized training and experience; or
- Minimum four (4) years of experience providing social and community services, at least two (2) of which should be in a supervisory capacity.
- A combination of Education and Experience may be considered to meet the required qualifications.
- Computer literacy in Microsoft Office is required.
- 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.
- Ability to analyze data, interpret directions, procedures and regulations, and develop appropriate responses.
- Ability to recognize the need for professional intervention and to be non-judgmental.
- Demonstrated ability to use technical writing techniques, required.
- Demonstrated organizational skills, required.
- Understanding of Tribal Governance, Tribal programs, federal regulations and state policies, preferred.

- Work activities will include non-traditional hours such as evening, weekends, and occasional out of town travel.
- Must pass a criminal background investigation.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Preferred Knowledge:

Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.

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 such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

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, including fingerprint clearance, will be performed and the applicant must meet the minimum standards of the Act.

Physical Demands:

List all physical demands necessary to complete tasks associated with this position. 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). This may or may not be necessary.

Work Environment:

List what the work environment will be like. Will it be cold, hot, loud noise or any other environmental element that the employee will encounter? Sample: The noise level in the work environment is usually moderate, (examples: business office with computers and printer light traffic).

Additional Employment Conditions:

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

In compliance with TDN laws and policies, all employees must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____