



Tolowa Dee-ni' Nation

Position Description

Title: Project Coordinator

Department: Community & Family Services

Class: Skilled Professional

FLSA: Non-Exempt

Status: Full Time

Pay Grade: 6-7 (\$16.85 – \$26.62)

Supervisor: Family Services Program Manager

Subordinates: None

Effective Date: February 2018

Funding: Grant Driven

Position Summary:

This position will coordinate grant projects and programs pursuant to approved program and grant objectives. Under general supervision, Project Coordinator will coordinate grants management and other grant related duties with a high degree of independence and initiative. The Program Manager assists when clarification or interpretations of established policies/regulations that are needed. Other functions performed will be grant compliance and coordination of joint activities with program and other designated tribal staff or departments.

Essential Duties and Responsibilities:

1. Develop and maintain grant program/project policies and procedures to meet federal, state and local regulations.
2. Create and maintain files on current and past grant projects and applications.
3. Assist in preparation and monitoring of grant reporting, including tracking client services and other grant specific data.
4. Schedule, plan and attend regular project meetings to ensure projects are on track.
5. Assist with planning and developing strategies for sustaining the project(s), including the preparation of grant proposals, as needed.
6. Participate in project/program monitoring to ensure that grant goals, objectives and mandates are on schedule and achieved.
7. Submit monthly activity reports.
8. Facilitates a team approach to project management ensuring a favorable work climate and timely completion of all activities and requirements.
9. Develop and maintain collaborative relationships with partner agencies and staff. Represent the Tribe to various agencies, including, but not limited to: governmental agencies, funding agencies, national organizations, and the general public; perform community liaison and outreach activities for program(s)/project(s).
10. Drive agency vehicle.
11. Understand and implement safety rules, emergency procedures, and established policies.
12. Participate in required Tolowa Dee-ni' Nation and CFS meetings and trainings; work cooperatively with all TDN departments.
13. Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary. May be assigned to specialized functions.
14. Other duties as assigned.

Supervisory Responsibilities:

None.

Tribal Council Approved March 1, 2018

Revision COLA Adjustment Exec Level Approval 7/17/19

Minimum Qualifications:

1. Bachelor's Degree in Social Work, Psychology, Sociology, Public Administration or related field, or an equivalent combination of education, specialized training and experience, required.
2. Minimum four (4) years of experience in grants management or grant compliance.
3. 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.
4. Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.
5. Demonstrated ability to use technical writing techniques, required.
6. Computer literacy in a Microsoft office environment, required.
7. Demonstrated experience managing multiple projects and programs. Understanding of Tribal Governance, Tribal programs, federal regulations and state policies, preferred.
8. Position requires occasional out of town and/or overnight travel. Work activities will include non-traditional hours such as evening, weekends, and occasional out of town travel.
9. Must submit to and pass the pre-employment drug and alcohol screen and criminal background investigation.
10. 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, 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:

1. 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.
2. 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.

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:

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

Work Environment: Work generally takes place in an office environment. Temperature can fluctuate between 60-80 degrees F. The job requires inside and outside activities. There are common office distractions and noise level variations. Children and families visit the office frequently.

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, the applicant must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

Acknowledgment:

I have read this job description and fully understand the requirements set forth herein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____