



Tolowa Dee-ni' Nation Position Description

Title: Family Services Project Specialist **Department:** Community & Family Services
(Family/Victim Advocate)

Class: Regular - Skilled

FLSA: Non-Exempt

Status: Full-Time

Pay Grade: 5-6 (\$14.31- \$22.86)

Supervisor: Family Services Program
Manager

Subordinates: As assigned

Effective Date: April 2017

Funding: Grant Based (2020)

Position Summary:

The Community and Family Services (CFS) Family Services Project Specialist will administer and coordinate the day-to-day activities of the Multi-Disciplinary Team and related Family Services for victims of crimes. Duties include, but are not limited to: counsel and assist clients, 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 may also accompany clients to court appearance, medical appointments and other appointments as necessary to provide support. This position works under moderate supervision in administering services and in using agency or community resources while working independently toward established objectives.

All Tolowa Dee-ni' Nation employees are at-will employees.

Essential Duties and Responsibilities: include the following.

- Possess a working knowledge of Human Services Programs.
- Create positive working relationship with clients and their families.
- Vigorously protect client confidentiality.
- 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.

Supervisory Responsibilities:

None unless assigned.

Minimum Qualifications:

- High School diploma or 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 required.
- 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 people in crisis situations and 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.

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. 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 feet. The employee is frequently required to stand, walk, 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.

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 therein. 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:** _____