



# Tolowa Dee-ni' Nation

## Position Description

**Title:** Self Sufficiency Program Manager  
**FLSA:** Exempt  
**Pay Grade:** 9-10 (\$53,705-\$83,824)  
**Subordinates:** Yes

**Department:** Community & Family Services  
**Status:** Full Time  
**Supervisor:** CFS Director  
**Grant Funded:** Yes

### Position Summary:

The Self-Sufficiency Program Manager is a professional position responsible for providing a full range of supervision and coordination of personnel and programs within the Self-Sufficiency Division. This position will ensure programs maintain and operate in compliance with Tribal and funder codes, regulations, policies and protocols. This position oversees the coordination of all activities and will work closely with program staff to ensure all program activities are in accordance with regulations and policies and procedures. This position is responsible for working with community partners to develop partnerships to enhance and expand community service options for clients and families. The Self-Sufficiency Program Manager is expected to work with other divisions of Community & Family Services as well as other Tribal departments to achieve the mission and goals of Tolowa Dee-ni' Nation and Community and Family Services.

### Essential Duties and Responsibilities:

1. Coordinate, collaborate, plan, assign and delegate to ensure successful community events and site activities.
2. Develop community partnerships to provide better services to clients.
3. Determine priorities and ensure work performed meets the needs of the community.
4. Meet with CFS Managers and employees on a group and individual basis to collaborate on upcoming projects, trainings, needs, and services.
5. Collaborate with other management, and staff in setting goals, establishing guidelines, and coordinating the activities of professional and technical staff.
6. Participate in special studies or research projects as assigned by the Department Director.
7. Prepare written correspondence, reports and other documents related to division and/or department activities and mandated federal and state reports.
8. Prepare budget for the programs and projects within the Self-Sufficiency Division and insure funding is spent appropriately.
9. Development of policies and operating procedures.
10. Plan and develop grant applications per the department's goals and objectives.
11. Develop and recommend plans consistent with the overall mission of TDN and the CFS Department.
12. Development and maintenance of necessary systems and procedures to assure implementation of program coordination.
13. Assists in the control and coordination of operations and activities and approved departmental action plans.
14. Other duties as assigned.

### Minimum Qualifications:

1. Combination of education and work experience will be considered.
2. Bachelor's Degree in closely related field with 3 years specialized experience in social work, grants management, compliance or case management; education and experience, will be measured.

3. Minimum two (2) years providing social services to clients.
4. Have a good understanding of case management and development of case plans for clients.
5. Knowledge of the laws, rules and regulations governing TANF programs, Federal grant management and Indian Child Welfare including policies, procedures, programs and goals of public social service agencies.
6. Minimum of three (3) years supervisory experience.
7. Knowledge and skills in the principles of supervision, training and instructional methods and techniques.
8. Demonstrated experience coordinating community events.
9. Ability to understand and implement laws, rules and regulations governing social service programs.
10. Ability to exercise sound judgment when organizing, directing, prioritizing and assigning activities including selecting, training, supervising, evaluating and disciplining subordinate staff.
11. Demonstrated strong computer skills with three (3) plus years using Microsoft Office or similar software and including a strong working knowledge of automated database systems such as MS Access or similar database.
12. Experience working with Native Families and the ability to incorporate cultural values and history in case management.
13. Possess a valid driver's license to drive agency vehicle(s).
14. Must submit to and pass the pre-employment drug and alcohol screen and criminal background investigation.
15. Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.
16. Qualified American Indian Preference applies.

**Supervisory Responsibilities:**

Performs the full range of supervisory duties and responsibilities which includes assigning, developing, training, supervising, and evaluating program staff and their work. Assists in the review and makes recommendations on personnel actions such as employment, retention, promotion, and termination.

**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.

**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 30 pounds and occasionally lift and/move 50 pounds.

Position may require occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.

**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:**

The work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. The job will could require inside and outside activities. There are many distractions and the noise level can escalate.

**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.

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.

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:** \_\_\_\_\_