

YUOK TRIBE JOB DESCRIPTION
Employment Technician-TANF

Job Title:	Employment Technician-TANF				
Job Grade	6/7/8	FLSA Status:	Non-Exempt	Location:	Yurok Tribal Service Area
Department:	Client Services		Division:	NER-GERY 'Oohl', Helping Yurok People - Health & Human Services	
Reports To:	Employment Development Coordinator				
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$20.67-26.97/\$22.70-29.62/\$24.88-32.47				

POSITION SUMMARY:

Under the direct supervision of the TANF Employment Development Coordinator, incumbent plans, organizes, implements, and evaluates all participant trainings that would include but not limited to technical skills; professional skills; communication; Job readiness; life skills; goal setting; educational development; cultural competency; health and wellness. This position shall maintain a friendly, congenial disposition at all times and will provide strength-based services. Strict confidentiality is required of the incumbent in this position.

DUTIES AND RESPONSIBILITIES:

1. Collaborates with the Family Advocates, family members and/or identified youth to conduct all necessary assessments that form the basis of the development of the family empowerment plans. Including training needs; goal setting, skill building, education, basic work skills training, employment skills, credentials, and career development planning; coordinates referrals of TANF customers to Workforce Development, vocational training, etc
2. Assist families and/or youth in the fulfillment of family empowerment plans, specifically work participation hours, including the creation of volunteer opportunities for youth and adults to serve needy elders and to mentor at risk youth.
3. Provide monthly reviews to monitor progress of family empowerment plans in collaboration with the Family Advocate.
4. Document all contact with program participants in the identified data base.
5. Assist families and youth in the fulfillment of identified wellness goals and makes all appropriate referrals for further evaluation and treatment of identified mental health, substance abuse, and/or family violence challenges.
6. Facilitate wraparound services for identified families.
7. Facilitate development of traditional knowledge and self-sufficiency skills for families and youth including coordination of weekly cultural activities.
8. Facilitate development of educational, employment, and general life skills for families including development of training seminars, certification courses, tutoring and study groups.
9. Coordinate, and facilitate as necessary, prevention wellness activities for families and youth including facilitation/coordination of trainings and groups as identified by community needs which may include, parenting, budgeting, healthy relationships, stress management, trauma

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identification, and coping.

10. Provide individualized services to program participants that are based on the needs of the family and children.
11. Act as an advocate for program participants in interactions with other service entities.
12. Problem solving activities including action planning, identifying resources, goals and timelines to resolve issues, etc.
13. Help to Develop and write training manuals for staff and client training; which may include handbooks, special training material, teaching methodologies in accordance to the goals and objectives of the Yurok TANF Plan.
14. Provide transparent services and open communication in explaining program regulations, rules, and policies to program participants and keep participants informed of their rights, responsibilities, and eligibility for participation and employs appropriate human relations skills in motivating and instilling confidence in customers; provides opportunities for customers to develop social skills and areas of personal growth.
15. Consult with administrators and staff to acquire program knowledge and work-related activities regarding TANF history and services, Scope of Work, and case management.
16. Maintain strict confidentiality at all times.
17. Conduct professional behavior and communication with participants and co-workers.
18. Participate in annual training in mandated reporting, confidentiality, or other identified trainings.
19. Compiles statistical reports to include all aspects of training provided to clients; assists direct service staff to monitor and track customer training of modules completed. Prepares other required written and oral reports for the Yurok TANF Program for dissemination to the public.
20. Evaluates success of trainings, client satisfaction of the training, and continually improves offerings to meet objectives and program needs.
21. Maintains training records and files for staff and clients and performs necessary administration functions.
22. Participates in cross-training to insure excellent client service and coverage of project. Conducts training instructions/sessions pertaining to program related interests, such as program employee orientation, child-care development fund program, and pertinent job support services programs to comply with client work participation requirements.
23. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Must have knowledge of Yurok culture.
2. Must be able to operate Intermediate computer software programs in order to maintain a database.
3. Must have good writing skills.
4. Must have dependable work history and attendance record.
5. Must have a valid driver's license, automobile insurance and ability to travel within designated service area.

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6. Must have demonstrated knowledge and experience with higher education programs, career programs, and schools.
7. Ability to develop training and training plans.

EDUCATION/EXPERIENCE:

Grade 6: 3- year course of study in any field leading to a bachelor.

Grade 7: 4 -year course of study in any field leading to a bachelor.

Grade 8: A bachelor's and one year of general experience.

Note: Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable. Proficiency requirements are described below.

General Experience: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. When necessary, must be able to lift 25 to 50 pounds.
4. Valid California Driver's license and insurability under the Motor Vehicle Policy during term of employment.
5. Must possess ability to maintain strict confidentiality of records and information pertinent to the nature of the work. Violations of this major requirement may result in immediate termination of employment.
6. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 - INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES

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7. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
8. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
9. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 40 pounds.

10. VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date