

YUOK TRIBE-JOB DESCRIPTION
TANF Manager

Job Title:	TANF Manager				
Job Grade	10/11	FLSA Status:	Exempt	Location:	Klamath/Eureka/Tulley Creek
Department:	Client Services		Division:	NER-GERY 'Oohl', Helping Yurok People - Health & Human Services	
Reports To:	Client Services Director				
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$61,880.00-80,724.80/\$67,516.80-88,088.00				

POSITION SUMMARY:

Under general supervision from the Client Services Director, Incumbent is responsible for the supervision and coordination of all TANF personnel and TANF client service programs. Incumbent will determine client's eligibility for financial assistance in compliance with Tribal and funder regulations and policies. Incumbent will oversee the coordination of all TANF activities and will work closely with program staff to ensure all program activities are in accordance with TANF regulations and policies and procedures. Incumbent will oversee assessment, case management, training, coordinating, monitoring, and providing guidance to staff. Will work with community partners to develop partnerships to expand community service options for clients and families. Incumbent will coordinate and collaborate with other Yurok Social Service Programs.

DUTIES AND RESPONSIBILITIES:

1. To determine case priorities and ensure quality of work performed
2. Reviews cases for accuracy, compliance, and timeliness, and to ensure the quality of client services and compliance with tribal and TANF regulations.
3. Assist caseworkers with case management procedures for program participants.
4. Monitor cases to ensure client needs are being addressed.
5. Monitor, review and approve written work.
6. Meets with employees on a group and individual basis to discuss or interpret program rules, regulations, and policies, and to confer with staff on employment and training issues.
7. Creates and monitors TANF state and federal budgets including management of sub-recipient awards
8. Collaborates with other management, and staff in setting goals, establishing guidelines, and coordinating the activities provided for clients.
9. Participates in special studies or research projects as assigned by the Department Director.
10. Prepares written correspondence, reports and other documents related to YHSS program activities and mandated federal and state reports, i.e., TANF state and federal reports.
11. Supervises staff responsible for assuring continuing TANF eligibility and coordinating the provision of support services for employment program participants.
12. Development of policies and operating procedures designed to ensure high quality client services.
13. Plans and develops grant applications per the department's goals and objectives.

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14. Develops and recommends plans consistent with the overall mission of the Tribe's Health and Human Services Division working in coordination with other Division Managers and Directors.
15. Development and maintenance of necessary systems and procedures to assure implementation of program coordination.
16. Assists in the control and coordination of operations and activities and approved departmental action plans.
17. Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Incumbent 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. Plans, assigns and supervises staff to provide self-sufficiency, prevention, and intervention services to eligible clients.

MINIMUM QUALIFICATIONS:

- Two years of Supervisory Experience
- Have a good understanding of case management and development of case plans for clients
- Knowledge of the laws, rules and regulations governing TANF programs and Indian Child Welfare including policies, procedures, programs and goals of public social service agencies.
- Knowledge and skills in the principles of supervision, training and instructional methods and techniques.
- Experience and demonstrated knowledge of ICWA and Child Welfare programs and procedures.
- Ability to exercise sound judgment when organizing, directing, prioritizing and assigning activities including selecting, training, supervising, evaluating and disciplining subordinate staff.
- Demonstrated strong computer skills with three 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.
- Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.
- Valid State issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.

EDUCATION/EXPERIENCE:

G10: Bachelor's Degree in Social Work, Sociology, Social Justice, or other related field and four (4) years of experience in social service programs with two years of supervisory experience.

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G11: Bachelor's Degree in Social Work, Sociology, Social Justice, or other related field and one year at the next lower grade level or five (5) years' experience in social service programs with 3 years of supervisory experience.

Candidates with equivalent combinations of education and experience will be considered.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.
4. **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**
5. **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.
6. **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.
7. **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 50 pounds.
8. **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.

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Employee Signature

Date

Employee #

Supervisor Signature

Date