

QUILEUTE TRIBAL TANF

WEX TRAINING DESCRIPTION

JOB TITLE: (Name of Training Position)
ORGANIZATION: Quileute TANF Program/ (Your Program)
SUPERVISOR: (Supervisor name from your Program) /TANF Case Manager
SALARY: \$7.93 (this can be more if employer can subsidize)
OPEN: CLOSES: (there doesn't HAVE to be dates here – could be open until filled...)

DUTIES AND RESPONSIBILITIES:

(List of basic duties and responsibilities here, should be clear and concise)

QUALIFICATIONS:

This is a training position.
Trainee must have or be working towards a GED/high school diploma.

SPECIAL REQUIREMENTS:

Criminal history background check required.
Possession of or working towards a valid Washington State Driver's License.

The statements contained herein reflect general details as necessary to describe the principle functions of this training position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload, but will not be evaluated negatively based on difficulties learning new skills not listed in Duties and Responsibilities above.

Trainee must show improvement in work ethics and daily attendance is a must.

Must adhere to Personnel Policies and Drug and Alcohol Policies. All candidates for training or employment with the Quileute Tribe will be required to undergo drug screening prior to selection for training.

Interested parties should send a QTC training application, resume and cover letter to the following address:

Quileute TANF Program
c/o Nicole Earls, TANF Coordinator
P.O. Box 277
La Push, WA 98350

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in a employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native American and Alaskan Native.