



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Job Description

TANF PROGRAM MANAGER

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **TANF Program Manager**
Supervisor: Human Services Director
Location: Human Services
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

Work cooperatively with the Quileute Human Services and General Manager to see that Tribal Assistance for Needy Families (TANF) benefits and services are delivered to eligible participants in the Quileute Service Area and remain in accordance with all Policies and Procedures and any regulations governing TANF, including 45 CFR Part 286 and OMB Circulars.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Update plans and policies to ensure that program services comply with regulations and maximize program flexibility.
- Assist in the development, review and revision of program policy, procedures and the TANF Plan.
- Assist in the development and review of contracts, Memoranda of Understanding (MOU) and other related agreements.
- Maintain cooperative working relationship with all Quileute Human Service programs, other Tribal programs and State and Federal agencies.
- Attend 7.01 meetings, IPAC, and other workgroups, conferences, and meetings as necessary and appropriate.
- Complete and submit all State and Federal reporting in a timely manner.
- Maintain statistical data via Crystal Reports and TAS software to monitor, analyze and report on the progress and effectiveness of programs, services, and case management provided and make recommendations for methods and/or new services which could lead to performance improvements.
- Develop and schedule staff training as appropriate.
- Train staff on current and prospective State and federal regulations and agency policies, assuring its consistent, accurate and uniform interpretation and implementation.
- Supervision of TANF staff.
- Ability to develop and maintain program budgets and work plans.
- Prepare monthly reports for Quileute Department of Human Services Director.
- Work cooperatively in developing resources for training, basic skills and education needed by TANF client.
- Ability to assist with grant writing and development as identified and appropriate.
- Must adhere to the highest level of confidentiality.
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Must have excellent interpersonal skills and have ability to effectively communicate with employees, supervisors, managers, potential new hires and visitors,
- Must be able to work with all current software, i.e., Microsoft Word, Excel, purchasing software and employee tracking systems for preparation of memos and spreadsheets.
- Must have conflict resolution skills.
- Must have strong organizational and time management skills.
- Ability to plan, organize and initiate programs.
- Requires analytical planning, business writing, and presentation abilities.
- Must be people oriented and able to function in a team-based environment.
- Must be able to handle stressful situations.
- Must have the ability to read, analyze, and interpret documents and write routine reports and correspondence.
- Must be able to practice fair and good judgement.
- Must be able to perform each essential duty satisfactorily.
- Knowledge and experience of TANF regulations and guidelines.
- Experience with maintaining confidential records and files.
- Ability to respect and adhere to the most rigid and strict rules of confidentiality of information regarding the Tribe, other employees, and program clients.
- Must have excellent attention to detail.
- Good oral and written communication skills.
- Supervisory experience.
- Experience working in database systems and electronic purchasing systems, such as MICROIX, preferred

WORK ENVIRONMENT:

- Work is primarily conducted in an indoor office environment.
- Frequent disruptions.

PHYSICAL DEMANDS:

- Position typically requires sitting at a desk for extended periods of time and use of a computer screen.
- Lifts and moves objects on occasion weighing up to 25 pounds.

SUPERVISORY RESPONSIBILITY:

- Carries out supervisory responsibilities of the TANF staff in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, training employees, planning, assigning, and directing work, and evaluating performance.
- Supervision is provided to two or more TANF Caseworkers and other staff as programs are developed and other positions are created.

QUALIFICATIONS:

Required Qualifications:

Associate degree and three years of experience working in a Tribal Social Services Program.

Preferred Qualifications:
Bachelor's degree preferred.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, 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.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

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

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