

# **Karuk Tribal TANF Program (KTTP) Family Services Specialist**

**Reports To:** KTTP Site Supervisor/IT Coordinator

**Location:** Orleans

**Salary:** \$32,000 to \$43,000 per year, depending on experience

**Summary:** The purpose of this position is to provide in the provision of KTTP services to children and families participating in the program. This position provides multiple public assistance tasks including, but not limited to, determining eligibility and performing casework management activities to assist Indian individuals and families to achieve self-sufficiency and stability.

## **1) What are your typical job responsibilities?**

As Family Services Specialist for newly implemented Karuk Tribal TANF (KTTP) program at the Orleans site, it is my responsibility for Intake, to determine eligibility for client services as described in the KTTP Policy Manual.

## **2) How do you *really* spend your day?**

A typical day, keep in mind this is a new program, consists of a lot of discovery. By this I mean that program forms, program satellite offices (3 sites) with a geographical distance of approximately 150 miles proves to be a challenge. Therefore, looks like this; 8:00 am to 5:00pm open for client Walk-ins, phone and e-mail communications to tune our program services.

## **3) How do you organize your day to ensure you get everything done?**

I use Microsoft-Outlook calendar to schedule appointment and daily Tasks.

## **4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?**

I chose to become a California Certified AOD Counselor to work with Native American people in the Northern California area. And, the recent cost to commute 120 mile per day lead me to seek a job near home.

## **5) Uppers; what is the thing that you love most about your job?**

That I get to work with Indian families that choose to become self-sufficient.

## **6) Downers; what is the thing that you love least about your job?**

BUREAUCRACIES!!! For the past 30 years I've worked for Tribal/government entities both on/off the reservation. Yet I've been slow to adjust.

## **7) What inspires, excites, and/or motivates you in your job?**

The KTTP Plan has components that are designed to help clients who want to help themselves. I like being a part of that human/family change process.

**8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?**

My work week is Mon-Fri, 40 hours 8am-5pm. Mtgs/discussions with my supervisor approximately 15 hours per week, Meetings approximately 8 hours per week to present KTTP services to clients and employers in the Orleans area, and approximately 4 hours per week for travel.

**9) How do you relieve stress?**

I exercise twice weekly, meditation and Sweat Ceremony 2 times per week.

**10) Does your job include a lot of traveling? Do you enjoy it?**

As mentioned above, I have minimal travel responsibility; however, I do like travel.

**11) What advice would you give to someone interested in this line of work?**

This line of work is one of giving, therefore, knowing your boundaries and values are paramount.

**12) What does a typical day in your world look like?**

My world consists of daily spiritual work and physical/secular responsibilities. There are days when the physical dominates.