

## **Karuk Tribal TANF Program (KTTP) Site Supervisor/IT Coordinator**

**Reports To:** KTTP Program Development Manager

**Supervises:** Family Services Specialist, Receptionist

**Location:** Orleans

**Salary:** \$38,000 to \$48,000 per year, depending on experience

**Summary:** The Site Manager will be responsible for the oversight of all site personnel. Will determine client's eligibility for financial assistance, oversee the coordination of all activities and will work closely with Family Services Specialist and other staff. Will ensure all program activities are in accordance with the KTTP regulations, policies and procedures. In addition, will coordinate the KTTP automated data base system and services. This includes providing assistance and guidance to the staff by supporting and coordinating tasks related to the KTTP automated system; shall serve as the main resource person for users of the KTTP automated system.

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

Supervisor for the Orleans Tribal TANF Program which includes both Humboldt and Siskiyou Counties. Oversight, Day to Day operations, Administration

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

Making sure that everything runs smoothly. Organization, communication, administration, networking, actually doing anything that needs to be done.

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

Calendar, Prioritizing, years of practice.

**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)?**

Started in Education, but soon discovered the need for social and emotional services to client. Thus social work and these type of direct services.

Drivers? Love for my people and community.

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

Working for the Tribe, the community and my peoples.

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

Micromanagement.

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

The ability to create a positive change....to help others.

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

9-5. Travel every day...I commute.

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

Pray...relax....laugh.

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

Not yet...probably in the future. I love to travel.

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

Finish your education.

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

There are no typical days. People and their needs are always different. Normal routine...Sometimes off the hook (busy)...sometimes (calm)