

POSITION DESCRIPTION

Title: 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.

Classification: Full time, Regular, Non Entry Level, Non Exempt

Responsibilities:

1. Perform interactive interviews to elicit eligibility information and identify need for public assistance programs and services such as food stamps, child care, food, money management; also to compile information on social, education, criminal, institutional, or drug history.
2. Analyze financial and eligibility information to determine initial or continuing eligibility for multiple aid programs.
3. Explain regulations, rules, and policies to clients and apprise them of their rights, responsibilities, and eligibility for participation.
4. Assist clients with forms and ensure accuracy and completion of application and declaration forms.
5. Resolve discrepancies by securing documentation, medical records, and confirmation from other agencies as needed.
6. Initiate a total household assistance case and develop the case plan with the client.
7. Assess clients' needs for services and help find resources through State, Local, Federal, and Tribal services.
8. Conduct a needs assessment to determine appropriate program activities.
9. Coordinate service delivery systems such as transportation, housing, medical, etc. for the benefit of the client.

10. Act as an advocate for clients in interactions with other service entities.
11. Provide eligibility determination for social or financial services based on income tests.
12. Be available for local and out of the area travel as required for job related training. Attend all required meetings and functions as requested.
13. Accept other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. Have the ability to use a variety of computer programs, in particular to understand and operate the KTTTP recordkeeping software (TAS), and other software such as Windows XP, Vista, Crystal Reports and MS office Suite applications.

Requirements:

1. ***Desired:*** Bachelor's Degree in Social Work, Administration of Justice, Psychology, Behavioral Health, Sociology or related field with 3 years work experience in either a social service field or a public/family assistance program, ***OR*** equivalent experience, education, and training in a related field will be considered.
2. Must be a self-starter, well organized and willing to learn new skills. Must be able to prioritize duties and ensure timely completion of tasks.
3. Must have demonstrated ability to speak clearly and assertively in a face-to-face, as well as telephone communications.
4. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidential policy.
6. Must successfully pass a drug screening test.
7. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation and inquires to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offense or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation,

exploitation, contact or prostitution; crimes against persons; or offenses committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

Council Approved: September 3, 2008

Employee's Signature: _____

Chairman's Signature: _____