

POSITION DESCRIPTION

Title: Low Income Assistance Program (LIAP) Administrator

Reports To: Director of Administrative Programs and Compliance

Location: Happy Camp

Salary: \$25,000 to \$30,000, depending on experience

Classification: Full Time, Regular, Non Exempt

Summary: The LIAP Administrator determines the eligibility of Tribal members to participate in the Tribe's Housing Improvement Program (HIP), Low Income Home Energy Assistance Program (LIHEAP), General Assistance (GA) and Community Services & Development (CSD). The LIAP Administrator disseminates program information and application forms, assists in the completion of application forms, establishes and maintains applicant data bases in a continuously updated system, processes requests for payment of direct and indirect cash assistance (including vouchers), identifies needs for new low-income assistance programs, and makes appropriate referrals to other Tribal and non-Tribal agencies that provide assistance to low-income community members.

Responsibilities:

1. Performs interactive interviews and prepares correspondence to elicit eligibility information and identify needs for Tribal low-income assistance programs and other educational, health and human services programs.
2. Analyzes financial and other eligibility information to determine clients' initial or continuing eligibility for Tribal low-income assistance programs.
3. Maintains current knowledge of regulations, rules and policies governing Tribal low-income assistance programs and explains these regulations, rules and policies to Tribal member applicants, apprising them of their rights, responsibilities and eligibility for program participation.
4. Ensures timely completion, and verifies the accuracy of low-income assistance program application forms and supporting documentation; resolves discrepancies in data by securing clarifying documentation from applicants and/or referring agencies.
5. Reads, analyzes and interprets computer printouts of data, prepares interpretive reports to Tribal Council, Director of Administrative Programs & Compliance, Self-Governance Office, and other Tribal staff to assist their Tribal needs assessments and program planning efforts; identifies needs for new low-income assistance programs and makes recommendations to appropriate Tribal organizational units.

6. Organizes Tribal applicant and program participant files, records and documents; updates data bases continuously, and meets internally and externally-imposed deadlines for submission of updated information pursuant to Tribal and non-Tribal agency requirements.
7. Communicates and/or meets as needed with Tribal Council Committees charged with the responsibility for verifying eligibility of Tribal members to participate in low-income assistance programs.
8. Organizes and participates in the LIAP Committee meetings, including accurately recording meeting minutes of the LIAP Committee.
9. Participates in Yav Pa Anav Wellness Forum.
10. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
11. 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.

Requirements:

1. Knowledge of rules, regulations, goals and eligibility criteria for Tribal low-income assistance programs, as well as non-Tribal (ex; County, State, and Federal) programs to which low-income Tribal members may be referred for additional assistance.
2. Two years' experience in human services programs requiring professional-level knowledge and skills in interviewing techniques, information gathering, information verification, development and maintenance of computerized data bases, analysis and interpretation of financial and other confidential client data, and filing and recordkeeping practices.
3. Demonstrated ability to learn and apply the policies, procedures, rules and regulations governing eligibility for, and participation in, Tribal and non-Tribal programs designed to assist low-income individuals and families.
4. Demonstrated ability to perform routine case management activities, as well as to determine the appropriate course of action in emergency situations.
5. Demonstrated ability to develop rapport with non-Tribal agency personnel to whom low-income Tribal members can be referred for additional assistance; demonstrated ability to make appropriate referrals to other Tribal and non-Tribal assistance programs.

6. Demonstrated ability to meet internally and externally imposed deadlines and to respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.
7. Demonstrated ability to work in culturally diverse environments; demonstrated ability to work collaboratively with other Tribal personnel; demonstrated commitment to serving Tribal communities in a creative, problem-solving mode.
8. Strong oral and written communication skills; demonstrated ability to use computer data and word-processing programs as professional tools; demonstrated ability to analyze and interpret written, numerical and verbal data from various sources; demonstrated ability to prepare clear, concise, and accurate records and reports.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must adhere to confidentiality policy.
11. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

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

Council Approved: October 9, 2008

Chairman's Signature: _____

Employee's Signature: _____