

## **POSITION DESCRIPTION**

**Title:** 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.

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

**Responsibilities:**

1. Coordinates site office to ensure all assigned personnel are completing assigned tasks.
2. Reviews cases for accuracy, compliance, and timeliness to ensure the quality of client services.
3. Collaborates with other management and staff in setting goals and establishing guidelines.
4. Collaborates with staff and representatives from other tribal and county agencies.
5. Assists in the development of the KTTP Case Management System including system requirements and development, staff training, and compiling reports.
6. Develops, generates and distributes KTTP reports.
7. Authorizes system access for users.
8. Works with Tribal IT Personnel on software installation, system troubleshooting, and maintenance/repair requests for KTTP staff.
9. Be available for local and out of the area travel as required for job related training. Attend all required meetings and functions as requested.

10. 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 KTRP recordkeeping software (TAS), and other software such as Windows XP, Vista, Crystal Reports and MS office Suite applications.
6. Have the ability to monitor policies, data, and case files.
7. Have knowledge of principles, procedures, techniques, and operation of computer systems.

**Requirements:**

1. ***Desired:*** Bachelor's Degree in Computer Science, 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:** \_\_\_\_\_