



## JOB DESCRIPTION

Job Title:	<b>TANF Family Wellness Coordinator</b>	Salary Range: G7-G8 2019 RUS \$42,053 - \$60,543
Department:	Tribal Temporary Assistance to Needy Families	Status: Non-Exempt
Reports To:	NFRTT Family Wellness Programs Supervisor	Date Revised: January 13, 2014

### JOB SUMMARY

Under the guidance and supervision from the TANF Family Wellness Programs Supervisor, or designee, a Family Wellness Coordinator implements education, social, cultural and physical training programs, and group activities designed towards self sufficiency using the TANF guidelines (4 purposes of TANF). This position guides the enhancement of emotional development, well-being and physical health and of Tribal TANF participants as well as members of the greater Tribal community, using approved program curriculum and collaborations with community stakeholders. A Family Wellness Coordinator may be assigned day to day management responsibility for the development and operation of specific programs such as Out-of-Wedlock Pregnancy Prevention, Drug and Alcohol Education and Prevention, Communicable Disease Education, Effective Parenting, Cultural Awareness and other family/youth empowerment programs and classes during hours of operation in the Family Wellness Youth Activity Center or for programs within a designated geographic service area. The person appointed to the Family Wellness Coordinator classification is an “at-will” employee.

### ESSENTIAL JOB FUNCTIONS

While the essential functions outlined below describe a significant portion of this positions assigned responsibilities, other functions and accountabilities may be assigned from time to time. In the spirit of cooperation and teamwork, it is expected that all employees will do whatever is necessary to further the mission and work of the tribal government.

- Plans, organizes and directs assigned educational programs and activities offered through the Family Wellness program.
- Creates an environment of trust, acceptance and understanding that will encourage youth, parents and elders to participate, treating clients with respect and dignity and serving as a positive role-model to youth, families and the community
- Listens to the needs and concerns of Tribal members and makes recommendations for the development of programs, activities and support services designed to address identified needs. Create and utilize surveys/questionnaires to maintain data collection and measurement of program success.
- Identifies programs, activities and services available through community based organizations, and other stakeholders, facilitating good partnerships for project development.
- Ensures that program guidelines including those for health and safety are followed by all participants and attendees of Family Wellness sponsored programs.
- Maintains records of attendance and other statistical data that will assist in the analysis of the effectiveness of programs and services provided and assist efforts to continually enhance and improve services.
- Contributes to the development, publication and distribution of wellness communication materials, including newsletters and a calendar of events, covering a variety of health and wellness related topics.



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- Maintains strict confidentiality of all privileged information
- Perform other duties and responsibilities as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

- A commitment to improving the lives and well being of the tribal community through the delivery of programs and services leading to a strong family unit, self-sufficiency and independence.
- Skill and comfort in communicating orally and in writing with groups of all sizes, in person as well as through the electronic media.
- Strong computer skills including MS Office and the ability to learn and operate specialized software programs.
- Experience in selecting, mentoring, training, motivating and providing leadership and direction to others including staff and volunteers.
- An understanding of the principals of community organization and development.
- Demonstrated analytic and problem solving skills.
- Ability to work successfully in a team environment.
- Capable of managing multiple tasks and thrive in a deadline driven environment with frequently changing priorities.
- Knowledge and experience in providing education and training in nutrition, health, recreational activities and/or sports and physical training.
- Certification in CPR/AED and First Aid.
- Possession of a valid and current California Driver's License, proof of a DMV printout and a demonstrated ability to be insured under the Tribal Governments insurance coverage.
- The incumbent must successfully pass a pre-employment drug screening, a criminal background investigation and also provide a current DMV printout.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds with knowledge of Native communities and possess sensitivity to Native needs.
- Confidentiality: Incumbent must be able to respect and adhere to the most rigid and strict rules of employer/tribal member/public citizen practice of confidentiality. Violation of this major employment requirement could lead to immediate dismissal.

### **EDUCATION AND EXPERIENCE:**

Graduate of an accredited four year college or university with Bachelor's Degree in Education, or Social Work or related field that would prepare an individual to develop, implement and supervise self sufficiency education and wellness related programs and activities; or an equivalent combination of education or 3 years progressive work experience in related fields that would prepare an individual to develop, implement and supervise self sufficiency education and wellness related programs and activities.

OR

A High School Diploma or GED Equivalency with four (4) years directly related work experience.

**ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:**

Work is performed in an office; continuous contact with staff and the public. Work conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Long periods of sitting, some bending, stooping, squatting, reaching, twisting, or any combination of.

NFRTT complies with the Indian Preference Act. Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Subject to, but not in derivation of the Act, we are an equal opportunity employer. Thank you for your interest in the North Fork Rancheria.

**Approved during Tribal Council meeting on 03/26/12**