



JOB DESCRIPTION

Job Title:	Tribal TANF Director	Salary Range: G11-G13 \$64,009 - \$118,603 (2020 RUS)
Department:	NFR Tribal Temporary Assistance to Needy Families	Status: Exempt
Reports To:	Chief Administrative Officer	Date Revised: Jan. 27, 2020

JOB SUMMARY

Under general direction of the Chief Administrative Officer, the Tribal TANF Director is responsible for the development, implementation and effective administration of programs and services that promote the economic health and physical well being of all Native American families within our approved service delivery area with the ultimate goal of providing life skills and support services leading to self-sufficiency and independence. The person appointed to the Tribal TANF Director 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.

- Manages and directs the administration of the Tribal Temporary Assistance to Needy Families (TANF) Program in strict compliance with state and federal regulations and guidelines while ensuring that services are efficiently and effectively delivered with cultural sensitivity.
- Assists in the resolution of complex and technical case problems, eligibility determinations and hearing issues in accordance with statutes, regulations and administrative policy.
- Plans, develops, implements and evaluates new programs and services, as well as evaluating existing programs and services, to promote the goals of the Tribal TANF mission statement. These include assisting families in achieving self-sufficiency and independence of ending welfare dependency; prevention and reduction of out-of-wedlock pregnancy; encouraging the formation and maintenance of stable, two-parent Native families; promoting parental involvement in their children’s education, growth and development; and providing job skills leading to employment opportunities.
- Prepares and submits an annual fiscal budget and staffing plan to the Chief Administrative Officer for approval by the Tribal Council. Monitors expenses on a regular basis to ensure that they are authorized and within the approved budget.
- Seeks funding and grant opportunities to support existing as well as new programs through state, federal and private sources; implements grant programs, ensures compliance and submits all required reports in a timely manner.
- Hires, trains, supervises, monitors and evaluates the performance of subordinate staff and provides for their training and development, ensuring that they have the knowledge and skills essential for the efficient, effective and compassionate delivery of services.



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- Evaluates program efficiency and effectiveness through the use of available benchmark data as well as locally developed measurements and indices; recommends enhancements, and/or modifications to programs as deemed necessary.
- Seeks input and advice on programs and services from the community, the TANF Advisory Committee and the Tribal Council. Maintains open communication with all and keeps them informed of program accomplishments and successes.
- Coordinates efforts and services as the liaison with other public and private agencies and service providers to ensure efficient and effective delivery of services while striving to minimize the duplication of effort and responsibilities
- 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.
- Knowledge and experience in the development and implementation of strategic plans in partnership with the Tribal Council, TANF Advisory Committee, Chief Administrative Officer, staff and tribal community.
- 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.
- Thorough knowledge and understanding in the delivery of social services programs, including eligibility and administrative requirements, for state and federal programs administered through the Tribal Government.
- 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.
- 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: Applicant 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.

ADDITIONAL REQUIREMENTS

- 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 applicant must successfully pass a pre-employment drug screening and a criminal background investigation.



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EDUCATION AND EXPERIENCE:

Graduate of an accredited four year college or university with bachelor's degree in Social Welfare, Sociology, Psychology, Business Administration, Public Administration or a closely related field and five (5) or more years of relevant supervisory, managerial experience in a public or private social service program or agency that includes budget responsibility of \$500,000 minimum.

A graduate degree in Social Work may be substituted for two years of required work experience.

Additional years of full-time paid experience as a program director, over the five (5) year minimum specified above, may be considered for an equivalent combination of education and experience based upon a demonstrated mastery of all requisite knowledge skills and abilities, including program regulations and procedures for the TANF Program,

ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is performed in an office environment and includes continuous contact with staff and the public.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. They include long periods of sitting, some bending, stooping, squatting, reaching, twisting, or any combination thereof. The employee must occasionally lift and/or move up to 25 pounds.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position under the work conditions specified.

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.

Approval:

Signature: _____ Title: Tribal Council Chairperson

Maryann McGovran

Date Approved: _____