



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

REPOST                      REPOST                      REPOST

**JOB TITLE:**                      **Economic Support Programs Coordinator**  
**SUPERVISOR:**                      **Director of Economic Support**  
**LOCATION:**                      **Economic Support**  
**POST DATE:**                      **January 30, 2019**  
**CLOSING DATE:**                      **February 13, 2019**

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**General Description:** The primary responsibility of this position will be to schedule and interview applicants to determine eligibility for General Assistance, Kinship Care, Children's First, F-SET, (Food Stamp Employment Training) and Certify Providers for Childcare and Childcare Subsidy Payments. Meet with participants to identify barriers to employment, make referrals to appropriate programs and monitor progress of each case.

**Qualifications:** High school diploma or equivalent is required. Must possess and maintain a valid Driver's License and liability insurance.

**Salary:** \$13.00-\$15.00 per hour/ Dependent upon qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Economic Support Programs Coordinator

**B. DEPARTMENT:** Economic Support

**C. SUPERVISOR'S TITLE:** Director of Economic Support

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position will be to determine eligibility for General Assistance, Kinship Care, Children's First, F-SET, (Food Stamp Employment Training) and Certify Providers for Childcare and Childcare Subsidy Payments. Meet with participants to identify barriers to employment, make referrals to appropriate programs and monitor progress of each case. Specific responsibility include but are not limited to the following.

1. Provide participants with orientation of General Assistance, kinship care, children's first and child care/Childcare subsidy Programs.
2. Inform active program participants of their rights and responsibilities
3. Conduct interviews with participants and develop employability plans
4. Meet with participants to identify barriers to employment, make referrals to appropriate programs and monitor progress of each case.
5. Verifies and documents client information which is required by county, state, and federal regulations.
6. Assesses client financial needs and makes appropriate referrals to the other community resources as needed.
7. Enters applicant information into CSAW, WISCCRS, WAMS, KTCS, kids, CWW. Also retrieves information from HOD program.
8. Performing multiple background checks on applicants.
9. Conduct home visits as required.
10. Assign appropriate activities according to participant's program interview.
11. Develop methods to monitor program participation of participants.
12. Provide referrals to appropriate programs and resources.
13. Schedule monthly home visits and training for program participants.
14. Maintain accurate case filings and filing systems.
15. Coordinate with tribal court on children's first referrals.
16. Investigate cases for front end verification and program integrity.
17. Determine and identify ant over issuance of benefits and calculates for benefit recovery.
18. Submit necessary federal and state program reposts.
19. Attend fact finding and fair hearings as required. Provide statements for actions to the Department of Hearings and Appeals by a client and provides the agency a deposition of the hearing.
20. Attend all necessary program trainings as required.
21. Operate on a team approach; therefore might be asked to do something other than regular duties by the management staff for the efficiency of the department.

22. Work in cooperation with child support and family service programs.
23. All other duties as assigned

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent sensitive contact with other staff at all levels
2. **External:** Frequent external contact with customers and general public

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Performs responsibilities under the direction of the Economic Support Director, checking frequently for assignments or discussions on new program policies.

**H. EDUCATION:** High school diploma or equivalent is required.

**I. EXPERIENCE:** Previous office experience with excellent computer skills, maintaining accurate case files and filing system with case notes on all clients for each program. Being able to communicate and express program situations and program questions with people from the state. Ability to handle stressful situations including dissatisfied customers. Ability to work effectively with administrators, managers, employees and the general public.

**J. SKILLS:**

1. Valid Driver's License and liability insurance
2. Good written and oral communication skills
3. Ability to work with administrators, coworkers and general public
4. Knowledge of computers and computer programs
5. Able to maintain strict confidentiality
6. Ability to use discretion when services are requested from family members, relatives and close friends
7. Must be motivated and have a true desire to assist community members
8. Maintain current understanding of programs and policies/procedures and federal regulations.
9. The ability to take control of situation, dictating subordinate activities.
10. Problem solving and perform duties in an independent manner while exercising good judgement, use discretion with clients; observe rules of confidentiality and maintain non-judgmental attitude.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Normal office conditions with frequent errands to appropriate referral agencies.
2. **Exposure to Hazards:** May be exposed to undesirable behavior of clients regarding eligibility requirements.
3. **Physical Requirements:** Majority of positions responsibilities includes walking, sitting, standing, operating office equipment or driving program's vehicle.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Economic Support Coordinator to perform in both a

