



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **TANF COORDINATOR**
SUPERVISOR: Economic Support Program Manager
LOCATION: Economic Support
POST DATE: **June 5, 2019**
CLOSING DATE: **June 19, 2019**

General Description: Providing Services such as: data entry into Tribal Assistance System (TAS), clientele worksite development, arranges training workshops for clientele, conducting monthly home visits and transportation of clientele and case- management.

Qualifications: A high school diploma or equivalent is required. Must have valid driver's license, vehicle, and liability insurance.

Salary: **\$9.50-\$11.00 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 requested via phone or email and 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

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: TANF COORDINATOR

B. DEPARTMENT: Economic Support

C. SUPERVISOR'S TITLE: Economic Support Program Manager

D. DESCRIPTION OF DUTIES: Providing Services such as: data entry into Tribal Assistance System (TAS), clientele worksite development, arranges training workshops for clientele, conducting monthly home visits and transportation of clientele and case- management. Specific responsibilities include, but are not limited to the following:

1. Maintain accurate case files and filing systems
2. Conduct monthly home visits.
3. Provide transportation of clientele to and from their worksite as necessary.
4. Conduct follow-up with worksites on monitoring time and attendance of participants.
5. Develop new worksites for clientele.
6. Assist in developing and arranging participant training workshops.
7. Provide case management services to participants to include, but is not limited to:
 - a. Provide orientation for the TANF program and inform participants of their rights and responsibilities.
 - b. Conduct assessment regarding education, employment history and job readiness.
 - c. Assign activities according to results of assessment and employability plan.
 - d. Coordinate with local schools to develop plans for GED/HSED.
 - e. Develop method for conducting progress report with individual participants and work site supervisors.
 - f. Provide referrals to appropriate agencies.
8. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Occasional contact with employees and management staff of the organization.
2. **External:** Heavy, frequent contact with applicant and students.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Operates independently with supervision received from Program Manager.

H. EDUCATION: A high school diploma or equivalent is required.

I. EXPERIENCE: Previous office experience with excellent computer skills and working effectively with administrators, managers, employees and the general public.

J. SKILLS: Good communication skills, written, verbal, oral and should also possess excellent computer skills.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal office conditions.
2. **Exposure to Hazards:** No exposure to hazards.
3. **Physical Requirements:** Majority of position responsibilities includes sitting, standing, operating office equipment or driving program vehicle.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the TANF Coordinator to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and may result in disciplinary action.

M. OTHER: Knowledge and understanding of tribal culture. Highly motivated and have a true desire to assist participants. Must maintain strict confidentiality, attend all mandatory meetings and participate in training and development activities. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee

Date

Manager

Date