



CENTRAL COUNCIL
Tlingit and Haida Indian Tribes of Alaska
Edward K. Thomas Building
9097 Glacier Highway • Juneau, Alaska 99801

POSITION DESCRIPTION
TANF Manager

INFORMATION

Job Class: Program Manager
Department: TANF
Location of Work: Juneau, Alaska
Salary Grade(s): 12-14
Hours of Work: 8:00 – 4:30
Employment Category: Regular Full-Time

Class Status: Active
Type of Position: Exempt
Covered Position: Yes
Prepared by: W. Martin/J. Wise
Approved by: *Rachel Hill*
Effective Date: 10/27/2016

PURPOSE

Responsible for the daily management of the 477 Tribal Assistance for Needy Families (TANF) Program, including, but not limited to hiring and supervision of all TANF personnel, grant writing, budget development/monitoring, preparation and submittal of all required financial and narrative reports, development/maintenance of program level policies and procedures, and monitoring of Caseworker use of the client services database.

REPORTING RELATIONSHIPS

Reports To: 477 Director
Supervises: All TANF Employees
Liaison To: N/A

ESSENTIAL FUNCTIONS

- Responsible for the daily operation of the TANF Program.
- Develop program projects, and set short and long term strategic goals.
- Exercise discretion, judgment and responsibility for established program objectives, and resolving disputes.
- Develop and update TANF Program policies and procedures in accordance with program guidelines.
- Serve as a member of the CCTHITA management team both representing the program and working for the success of the tribe as a whole.
- Supervise TANF program staff, which may include: hiring, monitoring, coaching, staff development, evaluations, dispute resolution, progressive discipline, and termination.
- Conduct staff meetings on a regular basis.
- Ongoing monitoring of caseload assignments to ensure equitability amongst caseworkers.
- Develop and/or Coordinate training sessions for employees in all areas of the 477 TANF Program, including, but not limited to, program guidelines, procedures, casework, the client services database, requirements of alternative financial assistance, and program reporting.
- Conduct random and periodic quality improvement and compliance audits of case files to ensure required documentation is present, eligibility calculations are within guidelines, case plan is in place with measurable objectives, and case notes document Clients and Caseworkers efforts and activities.

- Monitor program budget and ensure financial reporting requirements are met.
- Work with the Case Management Team and Business Systems Analyst to identify and resolve data entry and technical application issues in client management system to comply with funding requirements and internal controls.
- Collaborate with the Business Systems Analyst to create and manage configuration control and update documents related to modifications in client management system as needed.
- Partner with other CCTHITA programs to identify, prepare, and submit proposals for collaborative grant opportunities.
- Responsible for identifying and writing grants to maintain and enhance TANF Program.
- Develop and maintain accurate, complete and confidential records.
- Other duties as assigned

DECISION MAKING AUTHORITY

Spending Authority: up to \$5,000

Other Authority: Create and monitor program budgets

NECESSARY SKILLS AND KNOWLEDGE

- Excellent interpersonal and public speaking skills.
- Excellent analytical skills and ability to decisions with limited information.
- Working knowledge in Excel, MS Word, Outlook, Databases, and Power Point.
- Strong time management and organizational skills.
- Excellent negotiation and dispute resolution skills.
- Professional level public speaking skills
- Ability to conduct efficient investigations
- Excellent writing and grammatical skills.
- Knowledge of all financial assistance programs offered by 477 Department.
- Excellent Case Management skills.
- Ability to coach and provide training to client service staff.
- Strong supervisory skills.
- Ability to thrive in a constantly changing, fast paced, growing, and demanding environment.
- Ability to analyze and interpret complex information from multiple sources.
- Ability to communicate well and maintain excellent working relationships.
- Ability to network with other departments and community service providers.
- Ability to work independently and in a team environment.

MINIMUM QUALIFICATIONS (education, experience, skills)

- Bachelor's Degree in Social Work or closely related field
- 2 yrs experience as a Program Coordinator, Specialist or equivalent position
- 2 yrs supervisory experience
- Valid driver's license

Substitution:

- Associates Degree in Social work or closely related field.
- 4 years' experience as a Program Coordinator, Specialist, or equivalent.

PREFERRED QUALIFICATIONS (education, experience, skills)

- Four years' experience in TANF (or similar program) Management.

UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS

The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing less than 40 lbs. Travel on small aircraft or ferry may be required.

CONDITIONS OF HIRE:

- All employment at CCTHITA is "at will". This means that the employee or CCTHITA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position
- CCTHITA is a no tolerance workplace. All regular employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- CCTHITA requires a criminal background check for the safety of our clients. All employment offers are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work in these programs.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

Employee Printed Name

Employee Signature

Date

Supervisor Printed Name

Supervisor Signature

Date