



6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 § 707-566-2288 § www.gratonrancheria.com

TANF PROGRAM MANAGER

Job Description

Department:	TANF (Tribal Assistance for Needy Families)	Reports to:	Social Services Director
Pay Range:	\$118,220 - \$165,508	Classification:	Full-time/Exempt

MISSION STATEMENT

The Federated Indians of Graton Rancheria exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its unique native heritage; to preserve and protect the rights and privileges of the Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all the Tribal Citizens; and to foster the value of education.

PURPOSE OF POSITION

The TANF Program Manager will be responsible for the oversight of all day-to-day operations of the TANF Program, including but not limited to, developing, working, and meeting long and short-term goals, and objectives. The TANF Program Manager will utilize their understanding and knowledge of TANF practices, principles, policies, regulations, and requirements to manage the operational activities of this program. This position may be required to carry a caseload for any one of the TANF programs.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Provides leadership and guidance; carries out supervisory responsibilities in accordance with The Tribal Family Assistance Plan (TFAP) or the “Plan”.
- Responsible for the development and implementation of standard operating procedures in accordance with the Plan.
- Addresses, resolves, and provides guidance as it relates to internal and external departmental complaints and problems, ensuring a fair, and objective resolution.
- Responds to participant grievances and concerns, community complaints, and any fraudulent concerns which require a higher level of response.
- Provides leadership and guidance in ensuring that program staff work to support other FIGR Tribal program staff to ensure efficiency as it relates to tribal programs and services.
- Ensures that participants receive program services in accordance with Tribal, State and Federal requirements and guidelines.
- Provides direction and guidance to the Intake and Eligibility Coordinator, Family Advocates, Employment and Education Specialists, and the Tribal Youth Programs Specialists on matters involving County, State and Federal agencies on behalf of TANF families.
- Assists with developing and drafting policies and procedures in conjunction with the Social Services Director to ensure compliance with program regulations.
- Approves all monthly cash assistance grant requests for accuracy and program compliance.
- Approves new TANF cases as well as TANF annual re-determinations and semi-annual re-certifications in accordance with the tribal plan, policies, and procedures.
- Assists with developing and implementing youth and family prevention programs.
- Responsible for pre-audit file reviews and works with the Social Services Director to address issues related to the audit and/or pre audit.
- Meets regularly with TANF program staff to review program status.
- Performs other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervises staff in the Cash Aid, Employment and Education, and the Youth and Family Programs.
- Defines department goals and objectives.
- Coaches, develops, and evaluates the performance of TANF staff.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:**
- Four years' direct management experience in Social Work or closely related field and
 - Four years' direct work experience in Social Work, Human Services, Native American Studies, Social Sciences, or closely related field (with education requirement listed below) OR
 - Eight (8) years' direct work experience in TANF Services, Social Work, Human Services, Social Sciences, or closely related field. (Equivalent combination of work experience and education may be considered)
- Education:**
- Bachelor's degree in Social Work, Human Services, Native American Studies, Social Sciences, or closely related field of study
- License/Certification:**
- Must possess a valid driver's license and be insurable under the Tribe's policy.

PREFERRED QUALIFICATIONS

- Master's degree in Social Work, Human Services, Native American Studies, Social Sciences, or closely related field of study.

SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to exercise sound judgement and possess problem-solving skills involving variables in standardized situations and the ability to make decisions that are varied, and, in many cases, there is no precedent to draw upon.
- Ability to establish and maintain strong interpersonal relationships with employees at all levels throughout an organization and to lead, create and promote a positive and supportive work environment.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to delegate and conduct oversight appropriately to ensure timely completion of all required tasks and projects.
- Ability to understand complex financial requirements and policies, including coordination of annual budget process.
- Ability to work with tribal budget stakeholders at all levels (e.g., Finance Department Staff, Program Managers, Department Managers/Directors, Tribal Council, etc.)
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to adhere to the highest level of professional ethical standards.
- Demonstrate a solid understanding of and ability to manage organizational structures and adherence to chains of command.
- Demonstrate advanced analytical, organizational, and problem-solving skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor own work to ensure quality.
- Demonstrate record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Perform other duties as assigned.

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Early morning, evening, and/or weekend work may be required. Limited overnight travel may be required from time to time.

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe, and, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) other Native Americans who are members of a Federally Recognized Indian Tribe.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria does not discriminate on the basis of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

OTHER

Driving: All employees must maintain a current and valid California driver’s license throughout employment and must be insurable under the Tribe’s policy.

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background investigation: This position is subject to a criminal history background check, a suitability background check, and maybe subject to a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

Drug and alcohol screening: All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment and will be subject to reasonable-suspicion drug and alcohol testing.

DISCLAIMER: THE INFORMATION ON THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES IN THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

ACKNOWLEDGEMENT

I have reviewed the content of the **TANF Program Manager** job description and have been provided with a copy of the job description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Printed name

Signature

Date