

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
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JOB DESCRIPTION

TITLE: 477 TEMPORARY ASSISTANCE FOR NEEDY FAMILIES
(TANF) AND GENERAL ASSISTANCE (GA) Manager

DEPARTMENT: 477 Human Services

SALARY: \$24.55 G13/ S1-3 DOE

OPENS: October 31, 2022

CLOSES: November 18, 2022

CAREER STATUS: Exempt - ALL MANAGEMENT BAND POSITIONS ARE SALARIED AND EXEMPT FROM OVERTIME COMPENSATION; Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL STATEMENT

This position is responsible for effective development, implementation and administration of the 477 Temporary Assistance for Needy Families (TANF) and General Assistance (GA) Programs. Provides for management, direction and accountability assuring efficiency of operations, effective administration, and quality service delivery. This position supervises and evaluates TANF and GA program personnel. This position oversees the Food and Hygiene Pantry operations and personnel.

SUPERVISION

Position is supervised and evaluated by the 477 Human Services Director.

DUTIES AND RESPONSIBILITIES

Performs administrative responsibilities in compliance with Tribal Management System Policies and Procedures for Finance, Property, Contracting, Human Resources/Personnel, and Records Management.

Develops tribal specific policy and provides for coordination of services between the tribal Programs and State/Federal agencies to ensure clients have equitable access to services.

Reviews cases for compliance reviews and approvals. Reviews cases involving administrative hearing requests and conducts pre-hearing conferences. Represents the department in administrative and legal proceedings.

Reviews and prepares responses to quality control findings. Responds to complaints and resolves issues related to program services.

Develops and implements priorities and guidelines. Adjusts caseloads to meet department requirements and client needs. Develops, implements and ensures compliance with corrective actions, methods, and plans.

Develops and recommends new policies or changes that will facilitate the best and most efficient TANF and GA support services. Advises and assists staff on problem cases, work methods, control systems and interpretation and application of policies and procedures. Ensures integrity, uniformity and accuracy with policies, rules and regulations.

Develops and establishes community resources and referrals for participants.

Assesses staff training needs and provides for appropriate training.

Establishes and monitors contracts with service providers. Reviews and authorizes services and contract payments. Reviews effectiveness of contract services ensuring compliance with terms and recommendations. Reviews effectiveness of contract services ensuring compliance with terms and recommends contract terminations as may be needed.

Monitors case reports and activities for suspected violations and fraud and authorizes referrals for further investigation.

May do casework on emergency basis or for skills demonstration.

Works with Department Director to monitor budgets, submit timely budget modifications and projects program service needs for budget planning. May initiate grant writing and seek funding to sponsor program activities or enhance services.

Responsible for ensuring Federal, Tribal and State reviews, audits, and reporting are completed timely and accurately.

Provides team leadership by involving staff in the development of program goals and services. Motivates and allows department personnel to be creative and innovative in the design of tribal human services needs. Encourages and allows coordination with other Tribal departments, programs, and businesses.

Attends and conduct staff meetings, professional meetings, district meetings and other related meetings to provide information, provide outreach and coordinate services.

PERFORMANCE STANDARDS AND COMPETENCIES INCLUDE, BUT ARE NOT LIMITED TO:

- Quality of supervision, scheduling and coordination of personnel functions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Establishes and maintains effective working relationships with job contacts.
- Quality of program planning and evaluation.
- Compliance with Tribal Management Systems.
- General Management: leadership, problem solving, interpersonal relations, fiscal management, human resource management and team building.

Responsible for modeling high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes; and, are required as a condition of employment to conduct self, on and off the job, in a manner that brings credit to the Tribal government.

Motivates program personnel and peers toward future goals. Monitors and evaluates program performance and accomplishments; assesses overall effectiveness and efficiency and provides appropriate incentives and guidance.

Interfaces with grant agency representatives and Tribal management system personnel to assure programs are managed in compliance with applicable regulations and policies. Takes corrective action when fiscal, contracting, human resource or other administrative problems are identified.

Must be able to adapt quickly to change(s).

Projects a professional attitude and appearance.

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

QUALIFICATIONS

Prefer a Bachelors degree or higher in a Social Service or Education field with two years successful supervisory or responsible service delivery experience.

OR

Associates degree **with** at least 5 years of successful supervisory **OR** responsible service delivery experience with a related program.

Must be able to relate to the Bannock and Shoshone language, culture and traditions, and communicate effectively with service population and funding agencies.

Must demonstrate ability in interpreting and applying laws, regulations, resolutions, and policies.

Employment history must prove creditability and dependability.

Excellent verbal and written communication skills.

Ability to understand and execute a variety of complex written and oral instructions.

Past employment must demonstrate exceptional organizational capabilities.

Applicants for management positions are required to submit to pre-employment background checks and the results will be used to determine suitability for employment with the Shoshone-Bannock Tribe.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, official college transcripts from an accredited college listing degrees earned and other supporting documentation that verifies required qualifications. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment, must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-05-0732.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Personnel Department, P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5 p.m.** on the closing date.