

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Coordinator I (Social Services)

EXEMPT: No	JOB CODE: 4-TS T-5
TARGET SALARY: \$13.56 to \$15.95/DOQ	SHIFT: 8:00 to 5:00/Flex
PROGRAM: Social Services	LOCATION: Building 5
REPORTS TO: Social Services Manager	

SUMMARY: Provides community support and assistance by processing applications and determines eligibility for assistance from the LIHEAP, Weatherization, and Support Services, Vehicle Use and the Sportsmanship Travel for Basketball, Track, Volleyball, and Football events per guidelines and/or policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Coordinates the development and submission of the LIHEAP funding grant proposal, prepares budgets, and budget modifications, and any other funding documents as required by tribal or federal guidelines within the funding deadlines.

Reviews all and previous contracts and/or agreements for Weatherization and LIHEAP and prepares new funding applications based on current community needs. Communicates with funding agency to ensure compliance with program regulations and guidelines.

Coordinates the woodcutters scheduling and delivery of wood to eligible LIHEAP participants and logs all compliance records based on tribal process of operations and federal grant regulations.

Coordinates the collection of statistical and financial data related to USDA, DV and MFS programs.

Prepares and submits quarterly reports to the Social Services Manager related to LIHEAP, Weatherization and Support Services, Vehicle Use and the Sportsmanship Travel.

Maintains clients files in confidential manner as required by tribal and federal program regulations.

Maintains current individual and group participates case files and appropriate records for LIHEAP, Weatherization, Support Services, Vehicle Use and Sportsmanship Travel and compiles data and statistical reports in Tribal, State or Federal format meeting the specific needs of the program service offered.

Coordinates and calendars the vehicle use and transportation of each program, e.g., family services children to their scheduled or emergent counseling or medical services, etc.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Associate's degree (A.A.) or equivalent from two-year college or technical school preferred or three years clerical experience.

Must have 1-year experience in program management.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, and proportions, and percentages, area, circumference, and volume.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

OTHER SKILLS AND ABILITIES:

Knowledge of correct English usage, grammar, spelling, punctuation, and business letter and report writing.

Must have a working knowledge o basic accounting principles.

Ability to communicate and work effectively with the general public, state and federal agencies.

Knowledge of Tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization.

Must have a working competence in computer applications and be able to use major computer software, especially word processing, spreadsheets, and other related programs.

Ability to establish and maintain effective working relationships with staff, state, and federal agencies.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test.

PHYSICAL DEMANDS:

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: September 16, 2020
CLOSE: September 22, 2020

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.