



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**  
P.O. Box 279 • La Push, WA • 98350  
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## TANF Case Manager

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

**Ensure your Application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

Position: **TANF Case Manager**  
Supervisor: TANF Program Manager  
Location: Department of Human Services  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E

**POSITION SUMMARY:**

The TANF Case Manager position is responsible for providing case management, working in cooperation with the TANF Program Manager to develop and implement quality TANF services according to all Federal, Tribal and State regulations, and employment and training services for clients in support of program mission, vision and goals. Incumbent is responsible for establishing rapport and good working relationships with participants and community agencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

Case Manager Duties:

- Coordinate with clients in development of realistic and achievable family service plans, making referrals to partner agencies as applicable
- Meet with clients in the office or in their home periodically and consistently to ensure they are meeting the goals of their family service plan
- Be able to discuss with clients difficult topics
- Input and maintain data within the database and paper files, including performing file audits per the outlined schedule
- Prepare reports required by Federal and State agencies
- Coordinate with TANF Program Manager, accounting staff and other entities to ensure timely issuance of client cash grants and supportive services
- Maintain communication with other Tribal programs regarding service availability and accessibility
- Prepare and maintain case files including eligibility information, services provided, narrative/case notes and correspondence
- Other duties as assigned

**SKILLS, KNOWLEDGE AND ABILITIES**

- Ability to work independently and manage case files.
- Ability to input case notes, case plans, and other information into a computer database
- Ability to scan files.
- Ability to create services around a family's need
- Ability to drive a car
- Ability to write reports to granting agencies
- Ability to manage difficult conversations with clients

## **WORK ENVIRONMENT:**

- This is an office job sitting for long periods of time. Ability to visit client's homes in varied conditions.

## **PHYSICAL DEMANDS:**

- Sitting for long periods of time. Driving for long periods of time. Ability to lift 40 pounds.

## **SUPERVISORY RESPONSIBILITY:**

- None

## **QUALIFICATIONS:**

### **Minimum**

- Must have an associate's degree in human services, social services, psychology, anthropology, or related field. OR two (2) years of relevant work experience in lieu of education.
- Must possess a valid Driver's License, and an excellent driving record
- Must be capable of handling sensitive issues in an unbiased, confidential, and compassionate manner.
- Must have effective verbal and written communication skills, be able to explain complicated information in lay terms and work well with many different personalities and age groups.
- Must be reliable, punctual and possess excellent time management skills.
- Possess excellent customer service skills
- Have an understanding of Quileute culture and the La Push community.

### **Preferred**

- Bachelor's degree in social services, human services, or similar
- Experience working in Tribal human services
- Experience with governmental and local databases such as TAS, RiteTrack, etc
- Experience working with Tribal families
- Experience in and working knowledge of Tribal TANF operations and procedures
- Experience with Motivational Interviewing, Bridges Out of Poverty curriculum or other case management training

**\*\*\*The Quileute Tribe reserves the right to fill the position with someone who does not meet the required qualifications. The Quileute Tribe can select someone who has 2 years of experience in Social Services or related field to gain the required experience on the job as part of a formal "in-training" plan. The applicant is also willing to work towards a bachelor's degree in a related field as a condition of employment may be considered. Candidates selected in this criteria are to begin at a lower rate than posted\*\*\***

## **GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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