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

Special Programs Assistant

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

Applications can be downloaded at www.quileutetribe.com/job-openings/

Via email: hr@quileutetribe.com

-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: **Special Programs Assistant**
Supervisor: TANF Program Manager
Location: Quileute Human Services
Work Info: Full Time: 40 Hrs./Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

The Special Programs Assistant position is responsible for providing TANF, SNAP, Kinship, and Caregiver services and case management to eligible participants within the Quileute Service Area in cooperation with the TANF Program Manager. Incumbent is responsible for establishing rapport, and good working relationships with participants and community agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

TANF

- Coordinate with clients in development of realistic and achievable family service plans, making referrals to 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 services plan
- Coordinate with TANF Program Manager, accounting staff, and other entities to ensure timely issuance of client cash grants and supportive services

SNAP

- Work with clients on applications for SNAP benefits
- Complete DSHS training on approving and issuing SNAP benefits
- Issue EBT/SNAP benefits to approved clients
- Record client information and negotiables as applicable into shared systems

Kinship

- Track referrals and services for caregivers
- Document qualitative stories and track quantitative data for reports
- Partner with community programs and outside agencies for additional supports and service opportunities for youth

Caregiver Supports

- Provide services and referrals to Seniors/Elders caring for relatives with chronic illness and/or disability
- Provide services and referrals to Seniors/Elders caring for grandchildren
- Run activities to support those taking care of families

All

- Work flexible hours including occasional evenings and weekends
- Provide reporting information to TANF Program Manager, Seniors Program Manager, Human Services Director, and accounting staff as needed
- Attend trainings and classes to promote professional growth
- Partner with community programs and outside agencies for additional support and service opportunities

- Must be willing to report suspected abuse/neglect to proper agencies including DCYF, ICW, DSHS, and Law Enforcement
- Other duties as assigned

SKILLS, KNOWLEDGE, AND ABILITIES:

- Understanding of Quileute Culture and La Push community.
- Ability to use Microsoft Office products, database systems, and other computer programs.
- Ability to work with minimal supervision.
- Ability to lift 50 pounds.
- Must have excellent customer service skills, be able to maintain records, and must be able to maintain confidentiality
- Must be able to discuss difficult conversations with clients.
- Ability to scan files.
- Ability to create service plans around family's needs
- Ability to drive a car
- Ability to write reports to granting agencies

WORK ENVIRONMENT:

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

PHYSICAL DEMANDS:

Ability to lift 50 pounds

SUPERVISORY RESPONSIBILITY:

- None

QUALIFICATIONS:

Minimum Qualifications:

- 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 be capable of handling sensitive issues in an unbiased, confidential, and compassionate matter.
- 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.
- Excellent understanding of Quileute culture and the La Push community
- Excellent customer service skills
- Ability to work independently under minimal supervision

- Must possess a valid Washington State Driver's License, proof of insurance and an excellent driving record

Preferred Qualifications:

- 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 with Motivational Interviewing, Bridges Out of Poverty, or other case management training

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principal 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.

**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.

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutetribe.com/job-openings/

Via email: hr@quileutetribe.com

-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.