YUROK TRIBE-JOB DESCRIPTION
Title IV E Manager

<table>
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<tr>
<th>Job Title:</th>
<th>Title IV 4 E Manager</th>
<th>Job Grade</th>
<th>10/11</th>
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<tbody>
<tr>
<td>Department</td>
<td>YDHHS</td>
<td>Location</td>
<td>Klamath</td>
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<td>Reports To:</td>
<td>YDHHS Director</td>
<td>FLSA Status</td>
<td>Exempt</td>
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ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE
Salary Range $60,070.40-78,378.25/$65,540.80-85,515.88

POSITION SUMMARY:

The Yurok Tribe Title IV E Program helps to provide safe and stable out-of-home care for children until the children are safely returned home, placed permanently with adoptive families or placed in other planned arrangements for permanency. Under general supervision of the Director, Incumbent is responsible for the supervision and coordination of personnel and programs within the Title IV E section of the Health & Human Services Division. Incumbent will keep programs in compliance with Tribal and funder regulations and policies. Incumbent will oversee the development and coordination of all activities related to Title IV E. Incumbent will ensure all program activities are in accordance with regulations and policies and procedures. Incumbent will be responsible for working with community partners to develop partnerships to expand community service options for clients and families.

DUTIES AND RESPONSIBILITIES:

1. Will oversee the monthly maintenance payments for the daily care and supervision of eligible children.
2. Develop and implement training for staff and foster care providers.
3. Recruitment of foster and adoptive parents
4. Develop policy and procedures that govern foster and adoptive parents.
5. Develop and implement a data collection system.
6. Determine whether children in foster care meet the federal eligibility requirements for foster care maintenance payments claimed on their behalf.
7. Develop community partnerships in an effort to provide better services to clients.
8. Meets with other Social Service Managers and employees on a group and individual basis to collaborate on upcoming projects, trainings, needs, and services.
9. Meets with other Social Service Managers bi-monthly to collaborate on coordinated department goals and objectives.
10. Collaborates with other management, and staff in setting goals, establishing guidelines, and coordinating the activities of professional and technical staff.
11. Participates in special studies or research projects as assigned by the Department Director.
12. Prepares written correspondence, reports and other documents related to YSS program activities and mandated federal and state reports.
13. Prepare budget for Title IV E services and insure money is spent appropriately.
14. Development of policies and operating procedures.
15. Plans and develops grant applications per the department’s goals and objectives.
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16. Develops and recommends plans consistent with the overall mission of the Tribe’s Social Service programs.
17. Development and maintenance of necessary systems and procedures to assure implementation of program coordination.
18. Assists in the control and coordination of operations and activities and approved departmental action plans.
19. This position will be responsible for cooperating and working with the Tribal Court to insure that all Court Reports comply with the Court’s mandatory reporting requirements under Title IV-E.
20. Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Incumbent performs the full range of supervisory duties and responsibilities which include assigning, developing, training, supervising, and evaluating program staff and their work. Assists in the review and makes recommendations on personnel actions such as employment, retention, promotion, and termination.

MINIMUM QUALIFICATIONS:

- Two years of Supervisory Experience
- Ability to understand and implement laws, rules and regulations governing social service programs.
- Knowledge and skills in the principles of supervision, training and instructional methods and techniques.
- Ability to exercise sound judgment when organizing, directing, prioritizing and assigning activities including selecting, training, supervising, evaluating and disciplining subordinate staff.
- Demonstrated strong computer skills with three plus years using Microsoft Office or similar software and including a strong working knowledge of automated database systems such as MS Access or similar database.
- Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.
- Valid State issued driver’s license and/or the ability to obtain a California driver’s license. Must be insurable on the Tribe’s insurance policy.

EDUCATION/EXPERIENCE:

Bachelor’s Degree in Social Welfare or related field and five (5) years of progressively responsible experience in administration of social service programs with two years of supervisory experience. Yurok Tribe would prefer experience in foster care regulations or courts. Equivalent combinations of education and experience may be considered.
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CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
3. Must pass a background investigation and fingerprint clearance.
4. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 - INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
5. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
6. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
7. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.
8. VISION REQUIREMENTS:
   • Close vision (clear vision at 20 inches or less).
   • Color vision (ability to identify and distinguish colors).
   • Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   • Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ______________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_________________________________________    _________________________    ________________
Employee Signature                        Date                           Employee #

_________________________________________    _________________________
Supervisor Signature                       Date

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