# Tolowa Dee-ni' Nation
## Position Description

**Title:** TANF Prevention Technician
**FLSA:** Non-Exempt
**Pay Grade:** 5-6
**Subordinates:** No

**Department:** CFW
**PL 101-630:** Yes
**Supervisor:** TANF Program Coordinator
**Grant Funded:** Yes

**Position Summary:**

The Prevention Technician for the Temporary Assistance for Needy Families (TANF) program will promote the four purposes of TANF, with a focus on TANF purposes 3 and 4 through prevention activities, projects, education, and advocacy. Encourage a youth-guided system development and implementation. Supports the continuity of youth services through collaboration with other Tribal Departments.

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing. Qualified American Indian Preference applies.

**Essential Duties and Responsibilities**:

1. Oversee prevention activities, supporting program staff, and other administrative duties.
2. Deliver consistent culturally relevant activities that promote resiliency and healing through connection to land, environment, and ceremonial values (Traditional Tolowa values)
3. Provide monthly (at least two per month) educational workshops for youth and families that address adversities within our communities.
4. Provide prevention activities that reflect TANF purposes 3 and 4.
5. Promote safe spaces for healing and storytelling.
6. Responsible for development and implementation of Youth Leadership group.
7. Provide direct life skills development and advocacy for individuals in need.
8. Assist with community events, program outreach and public education, and other activities as assigned.
9. Complete project proposals and budgets for TANF purpose 3 and 4 activities
10. Prepare periodic data and other reports for the department and/or assist in drafting funding agency reports, as requested.
11. Issue payment requests, as appropriate.
12. Make appropriate agency referrals.
13. Submit monthly activity reports.
14. Participate in required meetings, trainings and work cooperatively with all TDN departments.
15. Work directly with TANF program technician(s) and social workers for referrals and recruitment.
16. Work with other TDN departments to strengthen cultural knowledge.
17. Maintains familiarity with agency and program policies and procedures and other applicable regulations.
18. Prepares, maintains, and updates activities files/e-files and record keeping purposes. Ensures timely completion of input in Projects Module in TAS.
19. Other duties as assigned.

**Personal Traits:**

All Tolowa Dee-ni' Nation employees are expected to consistently demonstrate the organization's values: integrity, cultural sensitivity and respect for traditional values, continual learning and improving, compassion, teamwork and pride. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

**Required Knowledge:**

All Tolowa Dee-ni' Nation employees are expected to have general knowledge of typical office technologies such as computers, printers, copiers, fax machines, and typical office software.

**Job Specific knowledge is listed below:**

Knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people.
Knowledge of current issues in the field of social welfare; social services programs and other public welfare programs on the Federal, State, and local level.
Knowledge of the Indian community, its organization, and needs.
Knowledge of community support systems, health care and human service resources.

**Required Skills and Abilities:**

All Tolowa Dee-ni' Nation employees are expected to have a broad range of skills and abilities centered around a strong citizen focus, efficient performance, and teamwork. All employees should have customer service skills, interpersonal skills and good communication skills. All employees should have the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly. Finally, all employees should have the ability to understand and manage citizen confidentiality.

**Job specific skills and abilities are listed below:**

Communication skills
Problem solving and critical thinking skills
Interpersonal skills and teamwork.

**Minimum Requirements**

- High School Diploma or equivalent (GED)
- 2 years of social services work experience.
- Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable for the Nation's insurance policy.

**Physical Requirements:**

- Use hands and arms to operate office or field equipment.
- Sit more than half the workday.
- Stand and/or walk less than half the workday.
- Bend, stretch, twist, crouch and/or reach
- View electronic monitors for prolonged periods of time.
- Use hands and arm for repetitive motion tasks consistently for more than one hour at a time.
- Lift or carry unaided less than 50 pounds.
- Push or pull using up to moderate force.
- See and hear with normal acuity.

**Working Conditions:**

- Work is conducted in a standard office environment
- Moderate travel is required (up to 50% of the time)
- Work is sometimes in confined spaces and in areas of high noise and/or high/low temperatures

**Employee's Signature: _____ Date: _____**

**Supervisor's Signature: _____Date: _____**