



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Program Specialist/Adult Services
Dept./Division: Social Services
Unit: Adult Services
Job Family/Class: Social Services Series
Supervised By: Adult Services Program Manager
Employee Type: Salary
Pay Grade: I

NATURE OF WORK:

Under the direction of the Adult Services Program Manager, incumbent will serve as the lead person in charge of grant writing, grant reports, program development, evaluation and implementation the TANF, CET AND TEA Grants.

ESSENTIAL FUNCTIONS:

- Ensure all Adult Social Services Programs are developed, evaluated and implemented in accordance with tribal, federal and state standards, policies and procedures.
- Assure quality, effectiveness and efficiency in all Adult Services department programs, so that tribal members are guaranteed a prompt and fair delivery of services.
- Assist with the supervision of personnel and works with management staff in order to promote performance and career development.
- Interact with tribal, state and federal management personnel in order to carry out assigned duties and to streamline the coordination, collaboration and integration of internal, and external support services.
- Grant research, grant writing and oversight of existing grants and various projects related grants and program development.
- Interact with Pascua Yaqui communities and report client-related program needs and issues to the Adult Services Manager and Social Service Director.
- Analyze and formulate policies and procedures, which lead to program improvement.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Program management and administration;
- Grant writing skills;
- Human Resource and organizational development principles;
- Leadership, policy analysis and development;
- Program development, implementation, and evaluation;
- Community-based development and mobilization techniques;
- Grassroots and under-served population research methodology;
- Policy and procedure development and implementation;

- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Efficiently perform team leadership and managerial responsibilities;
- Plan and coordinate organizational and human resource development activities;
- Analyze and develop culturally sensitive policy;
- Supervise and train personnel;
- Identify long-range strategies, goals, and objectives for program modification;
- Investigate underlying socio-economic and socio-psychological effects on client's program participation;
- Write, implement, and administer program grant;
- Formatively evaluate programs, and modify program plans accordingly;
- Establish and maintain effective working relationships with employees, other agencies and the public;
- Communicate effectively, verbally and in writing;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Master's Degree in Social Work, Adult Education or related field, five (5) years' work experience in Social Work, Education or related field with emphasis on community development issues such as fostering self-sufficiency among welfare recipients, community mobilization, Native American economic development, grassroots research, adult education, adult vocation training and development, women and development, cooperatives, etc., and one (1) year lead or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an

acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, travel, and work space restrictions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Maria Ausano
Department Head and/or Designee

2/9/16
Date

B. Reed
H.R. Manager/Classification & Compensation

2/10/16
Date

Mary Lou Stuber
Human Resources Director

2/11/16
Date