



Cow Creek Government Office

Position Description

Position Title: Tribal Self Sufficiency Coordinator

Department: Administration

Reports To: Operations Officer

FLSA Designation: Non-Exempt

Date Written/Revised: 06/01/2016

POSITION PURPOSE:

Assists Tribal Members to increase earned income, reduce or eliminate the need for welfare assistance, and make progress toward achieving economic independence and housing self-sufficiency.

ESSENTIAL FUNCTIONS:

- Develops, implements, and supervises policies and procedures necessary to support the sustainability and growth.
- Ensures Timely announcement of Training and employment opportunities through a variety of effective media.
- Maintain database of Tribal members seeking economic development.
- Provides guidance in ensuring tribal members and dependents achieve success in work experience, and/or other tribal programs.
- Creates and manages development strategies.
- Develop resources to assist Tribal members in achieving goals.
- Using professional counseling skills to develop an alliance with the Tribal members which allows for an open and free discussion of all issues (social, economic, education, personal) relevant to success.
- Assist the Tribal members in becoming an active participant in his/her program and aids the member in making meaningful and informed choices about the selection of goals.
- Coordinate with Education department to identify and promote programs to assist Tribal members in gaining skills necessary for Tribal economic development
- Track workforce statistics for Tribal membership.

QUALIFICATIONS:

- High School Diploma required Associates Degree Preferred
- Developing program goals and monitoring the effectiveness of program services.
- Providing advice/guidance to management personnel regarding serious tribal employee relations issues.
- Ability to communicate clearly and effectively.
- Ability to listen openly and attentively, to ask questions designed to gather necessary information, and to respond appropriately within established guidelines.