



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 03/14/23
CLOSE: 03/28/23

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: TANF IDA COORDINATOR

RESPONSIBLE TO: TANF Program Manager

SALARY: Step Range: 15-34; Full Benefits
Salary Range: \$41,687 - \$73,098
Hourly Range: \$20.04 - \$35.14

CLASSIFICATION: Non-management, Regular, Full-time

LOCATION: The Klamath Tribes Administration
501 Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: Comprehensive

POSITION OBJECTIVES:

The Temporary Assistance for Needy Families (TANF) Individual Development Account (IDA) Coordinator shall be responsible for developing and implementing an IDA Program within the Klamath Tribes TANF Program. The TANF IDA Program is a savings program designed to assist TANF households to save money for certain expenses with an incentive match design. The incumbent will be responsible for researching allowable uses; reviewing other IDA Programs within Oregon; developing policy, procedures and forms; developing education curriculum; and maintaining client files. The incumbent must possess attention to detail, ability to create partnerships with other agencies and financial institutions, ability to lead project and establish timelines, and organizational skills. This position will travel between Klamath Falls, Chiloquin, and other rural communities to serve TANF Households in Klamath County.

MAJOR DUTIES AND RESPONSIBILITIES

1. Develop policy, procedures, application and forms to administer an IDA Program, through the use of Klamath Tribes Social Services Department TANF Program funding.

2. Conduct thorough research regarding allowable operation of an IDA Program within federal and state rules, regulations, and guidelines. Outreach to existing IDA Programs within Oregon and Tribal TANF IDA Programs nationwide, which offer savings goals compatible with the Klamath Tribes identified areas.
3. Establish a formal agreement with a local financial institution which is knowledgeable and qualified to manage IDA Savings Accounts; tracking participants and the Tribes contributions to the account and ensuring proper authorizations are in place.
4. Develop, maintain, and facilitate an educational curriculum totaling at least twenty hours of instruction to IDA participants. The curriculum shall include Power Point presentation(s); worksheets; reference materials; and handouts. The information presented must include financial education classes; saving techniques; budgeting; spending; and material specific to the participant's unique savings goal.
5. Accept and manage case files from start to finish. Screen new applications to ensure eligibility with the TANF IDA Program. Schedule and conduct intakes to gather necessary documents. Once determined eligible, provide a letter of notification and educational requirements before participants may begin saving.
6. Track attendance, class hours, instruction topic, completed assignments, and determine effectiveness of training through IDA participant feedback. Provide certificate of completion once required hours are met.
7. Maintain individual participant files that contain all required documents and program related materials to ensure compliance with the TANF IDA Program.
8. Maintain regular contact with both the IDA participant and the financial institution; ensuring requirements are understood; supports available; and deadlines are met.
9. Maintain accurate records of activities for reporting. Prepare narrative and statistical data on a monthly basis and as requested by the incumbent's supervisor.
10. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

Work is performed under the general supervision of the TANF Program Manager. Employee works independently, referring unusual problems, or matters affecting policy to the supervisor. Work and records are reviewed on a regular basis to ensure program compliance.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Knowledge of principles and process for providing customer and personal services.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures.

Knowledge of general economic conditions including costs of purchasing vehicles or homes; establishing small business; tuition or vocational training costs; debt relief process (court fees and fines), and other local market trends for the purposes of providing financial advice as it relates to specific savings goals.

Skill in providing direct case management, including interviews with participants and on-going case management support and coordination of service delivery with other agencies.

Skilled in active listening with good common sense, using logic and reason to identify client's strengths and weaknesses.

Ability to read and interpret applicable federal and state rules, regulations, and guidelines.

Ability to meet with the public and staff in a courteous, professional manner using tact, diplomacy and mature judgment.

Ability to work with Native American families of varying social, educational and economic backgrounds.

Ability to accurately keep and maintain complete records.

Ability to communicate orally and in writing for the purpose of providing instructions, completing forms/applications, obtaining information and conveying messages.

Ability to operate a computer and various software programs; ability to work in database systems.

Ability to maintain **strict confidentiality** of all facets of programs and client records.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.*)
- **REQUIRED** to possess at least two (2) years of relevant experience. (*Must reflect experience on application.*)
- **REQUIRED** to possess excellent oral and written communication skills
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.*)
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.
- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy. Contact HR for exemption process.

Preferred Qualifications:

- Associates Degree in Accounting, Business Administration, Public Policy or related field.
- Knowledge of IDA Program policy, procedures, and requirements.
- Experience providing financial planning; life skills; and related education courses.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (Must submit tribal documentation with application to qualify for Indian Preference).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit the Klamath Tribes *Application for Employment* with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)