



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	031-3750-001	Last Revised:	05/19/2016
Position Title:	Family Safety Grants Coordinator	Department:	Family Safety Program
Reports to:	Family Safety Program Supervisor and / or Manager	Division:	Public Health and Human Services

Primary Function: This position has primary duties to ensure the Eastern Band of Cherokee Indians (EBCI) PHHS Division operates the Family Safety Program in compliance with U.S. Department of Health and Human Services (DHHS)/ Administration of Children and Families (ACF) laws, rules and policies governing the Title IV-E and Title IV B (1 & 2) Grants as well as the Cherokee Code(s) governing the Program. The position will assist with other grants including those from the Bureau of Indian Affairs and others. The position will provide training and consultation for Family Safety Program Staff regarding the eligibility requirements. Along with the Program Manager, this position serves as the primary point of contact with U.S. DHHS, ACF, and the Children's Bureau, related to Family Safety Program funding. This position will ensure that the EBCI plan for Title IV-E and IV-B are updated and maintained for compliance with federal instructions.

This position serves as the Family Safety Program's liaison with the EBCI Finance Department's Grants Office and assists all reporting activities required by the Grants Office and funders.

This position also identifies discrepancies, errors, trends, and other data integrity issues found in case files and the computer information systems of EBCI PHHS Family Safety Program. Evaluates their impact on federal funding claims and child welfare case practice and takes appropriate action as needed. In addition, this position serves as technical resource person for all Family Safety Program Staff and other stakeholders to facilitate service delivery to clients.

Job Duties and Responsibilities: Establishes the appropriate funding source for maintenance expenditures made on behalf of children in the foster care system. Initiates the estimating and claiming of federal funds under Title IV-E and others, as appropriate. Tracks and accounts for expenditures on a child-specific basis with sufficient detail to complete all required reporting. Conducts periodic reviews of eligible cases to ensure accuracy of federal funding claims and compliance with the federal and Tribal laws and regulations. Reviews ineligible cases as needed to determine if new information would result in a change in Title IV-E eligibility status. Determines the appropriate funding source for each individual child for the Adoption Program, Guardianship Program, Family Preservation and ICWA cases. Additional programs may be added at any time.

Identifies discrepancies, errors, trends, and other data integrity issues found in case files and the computer information systems. Evaluates their impact on federal funding claims and child welfare case practice and takes appropriate action as needed. Serves as technical resource person for all Family Safety Program Staff and other stakeholders, to facility service delivery to clients. Makes reports as required by the funders or the Program Manager.

Education /Experience: An Associates' degree is required and at least one (1) year of experience as a Social Services Grant Coordinator OR a one (1) year experience in a similar financial determination program required. Incumbent may have equivalent education and experience that may include examining/processing loan applications, medical insurance, or rehabilitation claims, unemployment insurance claims, or a job providing staff support in financial eligibility

determination, and/or analyzing and verifying financial data and information. Must possess an active NC driver's license with a driving history verified through a motor vehicle report.

Job Knowledge:

- Experience with Federal Title IV-E and Title IV-B (1 & 2) preferred.
- Possess working knowledge of Federal and Tribal laws and regulations that govern the Family Safety Program.
- Possess working knowledge of the federal requirements related to the Title IV-E and B grant social service programs, and specifically to the Foster Care and Adoption programs.
- Ability to research, analyze and interpret Federal and Tribal laws and formulate these laws into policies relating to Title IV-E and B.
- Possess working knowledge of broad, current, and operationally approved professional social work values, skills, and methods with specific competence in all areas of child welfare services that embrace Family Centered Practice principles and the System of Care values along with an integrated model of care.
- Experience in the development and delivery of training and consultation to county and/or state child welfare agencies, stakeholders, and community members.
- Demonstrate knowledge of public welfare administration, principles of individual and group behavior, social behavior, social and economic conditions, and their effects upon individuals.
- Possess leadership skills and in depth knowledge of all Microsoft Office Suite programs.
- Ability to determine eligibility for needs-based public welfare programs.
- Capability to gather sufficient documentation to verify all criteria required for the public welfare application for benefits.
- Ability to express ideas clearly and to work cooperatively with staff, clients, and members of the community.
- Ability to direct and assist others in interpretation and analysis of information and data.
- Ability to lead and train staff as needed.
- Ability to troubleshoot solutions, organize, assess, prioritize and manage individual caseload.
- Ability to read extensive amounts of written case and policy materials and extract pertinent information to complete work in an accurate and timely manner.
- Ability to meet prescribed deadlines and to work in a team environment.

Complexity of Duties:

Ability to apply critical thinking, analysis and evaluation always giving due consideration to the evidence, the context of judgment, relevant criteria, and nature of the problem or question at hand to make accurate and timely decisions. Coordinates assignments and requests with other parts of the organization to accomplish goals. Prioritizes in a fast-paced, changing environment through frequent interruptions and changing deadlines; organizes work, sets priorities and determines resource requirements.

Contact with Others:

Incumbent should have the ability to interpret information gained from a variety of communication methods or styles. Brings forth a verbal or written synopsis of this information or specific details to parties as needed in a clear, concise, and easily understandable manner. Makes clients along with their needs a primary focus of one's actions; shows interest in understanding of the needs and expectations of the Eastern Band of Cherokee Community.

Confidential Data:

Maintains the confidentiality of any information received from any person or source about a client, unless authorized in writing by the client or required by law or court order. Obtains written consent from the joint-custodial parents, custodial parent, legal guardian or from the legal custodian appointed by the Court before conducting interviews of minor children (if needed). Complies with the applicable state, federal and tribal regulations in regard to the security, safety and confidentiality of any behavioral health services record they create,

maintain, transfer, or destroy, whether the record is written, taped, computerized, or stored in any other medium.

**Mental /Visual
/Physical Effort:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually mild to moderate.

**Scope of
Supervision:**

This position operates within EBCI Tribal guidelines with regard to budget and personnel management. The incumbent will receive on-going supervision from the Family Safety Program Manager and will develop a work plan designed to outline the goals, objectives and performance outcomes of the Program. The incumbent will participate in regular team meetings of management staff. The incumbent is considered a professional employee with the judgement, skills and knowledge necessary to apply established guidelines in an efficient and effective manner, with minimal daily supervision

**Supervision
Received:**

Regularly scheduled supervision to be provided by the Family Safety Program Manager.

**Resourcefulness
and Initiative:**

The incumbent must be resourceful and independently seek out information and answers without requiring prompting from the Program Manager. This position requires someone that takes initiative and will work independently often.

**Responsibility for
Accuracy:**

Position is responsible to review/audit case files for the accuracy and competence of work performed by all staff of the Family Safety Program. Work performed represents the integrity of the Tribe and PHHS Division and is assuring fiscal responsibility and program accountability through compliance with mandated regulations – a complex set of programs and services with different funding rules and performing requirements.

**Responsibility for
Safety / Equipment:**

This position will be held responsible to maintain and protect all equipment owned by EBCI and the PHHS Division. The incumbent must maintain a high level of ethics and display an understanding and expectation of being fiscally responsible for all EBCI resources needed and used to provide services. The incumbent will be required to follow all EBCI Risk Management Safety Policy and Procedure to ensure safety.