



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Service Coordinator –Resident Opportunities & Self Sufficiency (ROSS)
Department: Community Development Department
Supervised by: CDD Director
Pay Range: T-7 \$18.54-\$25.96/Hr (\$38,563-\$53,996/annually) DOQ
FLSA: Non-Exempt; Hourly / Full-Time with Benefits for duration of grant

Position Summary: Under the general supervision of the CDD Director the Service Coordinator will assist families and elderly residents by increasing their access to services and facilitating their participation in programs that lead to increased and earned incomes and move them toward economic and housing self-sufficiency.

Essential Duties:

- Coordinate a Local Program Committee with local service providers to ensure that program participants are linked to supportive services needed to achieve self-sufficiency.
- Market the program to families and elderly residents, particularly single parent head-of-households.
- Provide general case management including intake, assessments, education, and referral of residents to service providers in the community.
- Coordinate and oversee delivery of services.
- Coordinate and sponsor educational events.
- Foster a sense of community where community members assist each other and build informal support networks.
- Monitor the provision of services; Act as liaison between the program participant and provider agency, as appropriate.
- Track and report to HUD on the progress of program participants.
- Evaluate the overall success of the program.
- Training and travel as needed related to professional and/or program development (approximately once per year for 3 years).
- Conduct home site visit as appropriate
- Other job related duties as assigned

Supervisory Responsibilities: None

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making - the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.

- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management’s direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others to get the job done and follow through on tasks.

Education and Experience:

- A Bachelor’s Degree is preferred in social work or related field.
- Comprehensive knowledge of the human and social service systems.
- Experience in coordinating support services delivery.
- Experience working with families and children, persons with disabilities, and the elderly.
- Knowledge of area programs and services and how to access them.
- Demonstrated success in attracting and retaining program participants and achieving specific program outcomes.
- A valid CA Driver’s License and be insurable under Tribe’s insurance.

Other Requirements:

- Ability to work independently under minimal supervision.
- Ability to facilitate groups and work with a diverse group of people.
- Ability to communicate effectively through various method and media, and the ability to work with diverse cultural, ethnic and socio-economic populations.
- Comply with the Drug-Free Workplace Policy and a criminal background investigation.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws..