

# South Puget Intertribal Planning Agency

3104 SE Old Olympic Highway Shelton, WA 98584 (360) 426-3990 FAX (360) 427-8003

## JOB DESCRIPTION

### Site Manager (Kitsap County Site)

**Department:** TANF  
**Reports to:** SPIPA Intertribal TANF Program Manager  
**F.L.S.A. Classification:** Non-exempt  
**Step Range:** 9/10

**Position Summary:** The SPIPA Intertribal TANF Program Site Manager is responsible for the overall administration and operations within the SPIPA TANF **Kitsap** County site location (**Bremerton**). The Site Manager monitors Case Management, education and training activities to ensure appropriate service delivery and compliance with established standards in the SPIPA TANF Policy and Procedure Manual. Supervised by the TANF Program Manager and receives technical oversight guidance from the SPIPA Intertribal TANF staff coordinators (Client Services, Data Compliance, Fiscal, Operations/support and Information Technology). Directly supervises the site Case Manager(s), Employment -Training Specialist, Domestic Violence Specialist and Support Staff at the location. May perform Case Management duties when authorized or directed by the TANF Program Manager

#### **Responsibilities:**

- Provide oversight for day-to-day management for specific SPIPA TANF site.
- Supervise all SPIPA TANF Case Management services, staff development and client activities at the SPIPA TANF site.
- Ensure quality case management activities at each site as within the SPIPA TANF Policy and Procedures Manual.
- Develop individual staff case management training plans.
- Conduct regular site level staff/case management meetings at SPIPA TANF site.
- Maintain case management standards at each site.
- Resolve local case management issues including conflict resolution issues.
- Ensure case management files and TAS information meet TANF program standards.
- Work closely with tribal community and/or local community staffs in other programs.
- Ensure and maintain quality customer service at the SPIPA TANF site.
- Other duties as needed.

#### **Minimum Requirements:**

- Master's Degree from an accredited university in Education, Business Administration, Social Work or related field is preferred with one year supervisory experience in related work with low income population, **or**
- Bachelor's Degree from an accredited university in Education, Business Administration, Social Work or related field with three years supervisory experience in related work with low income population, **or**
- Also will be considered is an Associates Degree in Education, Business Administration, Human Services or related field with five years supervisory experience in related work with low income population.
- Three years case management experience is desired (may substitute related work.
- Applicant must have knowledge of TANF Program.

- An applicant should have one-year experience working in a Native American community.
- The applicant must be able to communicate clearly verbally and in writing.
- The applicant must have strong computer skills with three plus years using Microsoft Office or similar software.
- Valid driver's license, proof of automobile insurance.
- Negative results to a pre-employment drug test (per Drug-Free Workplace below).
- Successful completion of a background investigation, including relevant criminal history.
- Ability to work effectively, independently or cooperatively with others.
- The applicant must have the ability to maintain confidentiality and demonstrate good conflict resolutions skills.

**Physical Abilities:** Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; occasionally lifting medium objects generally less than 25 pounds. Occasional travel to other SPIPA or Intertribal TANF locations.

**Salary/Fringe Benefits:** Compensation for this position has a range of \$21.98 - \$24.98 per hour, or \$42,869 to \$48,719 annualized, depending on qualifications. Benefits include medical, dental, vision, life insurance and agency contribution to a retirement program.

**Confidentiality:** This position will have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement.

**Drug-Free Workplace:** The SPIPA TANF work environment is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. This position requires pre-employment drug testing.

**Equal Opportunity:** SPIPA is an equal opportunity employer. However, Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaskan Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

**Drug-Free Workplace:** SPIPA is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. Requires successful completion of a pre-employment drug test.

**To Apply:** Complete a SPIPA Employment Application form and send with cover letter and resume including three work related references to:

Harry Bossi; Human Resources Manager  
 South Puget Intertribal Planning Agency  
 3104 SE Old Olympic Hwy  
 Shelton, WA 98584  
[hbossi@spipa.org](mailto:hbossi@spipa.org)

SPIPA application is available on line at <http://www.spipa.org> ("services" tab) or by calling (360) 426-3990, or downloaded at: <http://www.spipa.org/jobs/SPIPAemploymentapprev0808.pdf>

**Open until filled but will start screening applications March 15, 2010.**