



http://www.torresmartinez.org/?post_type=jobs&p=5699

Family Perseverance Manager-Requisition#2387

Description

This position is under the direct supervision of the Family Perseverance Director ("Director"), to perform varied and responsible administrative duties to relieve the Director, which include planning and organizing department staff and activities as assigned. This includes directly supervising assigned staff. Successful candidate must have the knowledge of Federal and State Temporary Assistance for Needy Families (TANF) program regulations, codes, policies and standards; social service programs such as TANF, including two parent families' initiatives; management principles in administration of programs and projects; Native American cultures and traditions. Must have the ability to communicate professionally; assure smooth and efficient office and program operations; work independently on assigned duties; manage and review department budget(s); perform basic computer skills and software, such as Excel, Word and PowerPoint; perform a case management software program; perform supervisory duties including providing guidance, training, and assisting employee with daily performance; manage company policy, financial matters and objectives with team members.

EDUCATION and/or EXPERIENCE:

1. High School Diploma or GED; and
 2. Bachelor's Degree in Sociology, Psychology, Business Administration, Communications or related field; Or
 3. 8+ years of relevant experience in social services, and a minimum of (6) months management experience with certification(s) in management training(s),
 4. Experience working in a TANF organization preferred
- In lieu of college education, additional work experience and/or management training(s) is acceptable.

COMMUNICATION SKILLS:

1. Must possess good oral and written communication skills.
2. Interpersonal skills using tact, patience and courtesy.

CERTIFICATES, LICENSES, REGISTRATIONS:

Continuously throughout employment, must possess a valid California Class C Driver's license and maintain insurability under the Tribe's vehicle insurance policy.

This position is open for internal hire only.

All positions require applicant be at least 18 years of age. Those selected for a position are subject to a background investigation, drug screening and possible participation in the DMV Pull Program. References will be checked.

Employment Type

Full-time

Base Salary

\$ 36.80

Date posted

June 4, 2021

Valid through

16.06.2021

To learn more detailed information about the position duties and requirements, please contact Human Resources Department at (760)541-5216

Job Location

38670 Sky Canyon Drive Ste. 100,
92563, Murrieta

Hiring organization

TMDCI