



Eastern Band of Cherokee Indians

Job Description

Position ID Number:		Last Revised:	12-7-2016
Position Title:	Manager	Department:	Snowbird / Cherokee County Family Support
Reports to:	Director - Snowbird / Cherokee County	Division:	Snowbird / Cherokee County

Primary Function: Responsible for providing fiscal management and program direction for all of the individual assistance programs provided through the Snowbird / Cherokee County Family Support Program. Directs day-to-day operations and implements programmatic and administrative policies and procedures in order to attain program goals and objectives. Coordinates efforts with other service programs, and other tribal and outside agencies and organizations as appropriate. Functions as a professional coordinator, exercising professional skill and independent judgment in the management, evaluation, and planned treatment of clients in accordance with applicable licensing regulations.

- Job Duties and Responsibilities:**
- Manages program expenditures
 - Prepares monthly service reports
 - Prepares monthly financial reports
 - Is the primary contact person for the Snowbird Family Support Program
 - Carries out other duties as assigned by the Director fo Snowbird & Cherokee County

Education /Experience:

- Bachelor of Science Degree in Social Work or related field preferred. Five years of related work experience required. Five years experience with budget preparation, fiscal management, and program service delivery required.

Job Knowledge: Must be able to organize work, deal effectively with the client(s), staff, and all other departments involved with the Snowbird / Cherokee County Family Support Program. Must be able to write reports and correspondence. Must be able to use a computer and all other office machines as required. Must possess a valid unrestricted North Carolina driver's license with at least five years verifiable driving record. Employee should be sensitive to a culturally diverse client population.

Complexity of Duties: Must be able to communicate clearly, concisely, and constructively verbally and in writing. Must have the organizational and administrative skills to maintain records, files, and logs and to compile data to generate reports. Must be creative in addressing and anticipating problems. Occasional travel may be necessary.

Contact with Others: Has frequent contact with clients, and other persons in the community. The nature of the work requires a high degree of tact, courtesy, and responsiveness; follow through, confidentiality, and professionalism.

Confidential Data: Has access to departmental records, budget information, files, memorandum, statistics, correspondence, and court proceedings, all of which would be considered confidential material. Must adhere to all tribal and departmental confidentiality policies and procedures.

Mental /Visual /Physical Effort: Close concentration and attention to detail is required while performing most duties of the job. The employee is subject to frequent interruptions, both by phone and in person, which require varied responses with each contact. The duties of this job will be performed both in and outside a normal office environment and will routinely require standing, walking, sitting, kneeling, reaching, speaking, seeing and hearing.

Environment: Work in normal business office/courthouse environment while performing most job duties. At times will be required to accompany clients to various locations where there could be exposure to traffic and extremes in weather conditions.

Extent of Supervision: This position has supervisory responsibility for the success of the Snowbird Family Support Program and personnel. Duties include preparation of budget, training, evaluation, motivation and termination of employees. Job requires that long range goals and objectives be established.

Scope of Supervision: Directly supervises the Referral Liaison Coordinator.

Supervision Received: Reports directly to the the Director of Snowbird & Cherokee County.