

**Pit River Tribal Office**  
36970 Park Ave  
Burney, CA 96013  
www.pitrivertribe.org



**Human Resources Dept.**  
Toll Free: 1-877-279-9097  
Phone: 1(530)335-5421 ext. 2102  
Fax: 1(530)335-3140

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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

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Agnes Gonzalez Tribal Chairperson	Ida Riggins Tribal Vice Chairman	Russell Eleck Recording Secretary	Jolie George Tribal Secretary	Brandy McDaniels Tribal Treasurer	Andrew Mike Sgt-At-Arms
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### Position Description

**Title:** Social Service/LIHEAP Coordinator  
**Department:** Social Service-Welfare Assistance  
**Reports To:** Tribal Administrator  
**Classification:** Non-Exempt 32 to 40 hours per week  
**Pay:** \$25.00 Hourly

#### Job Summary:

This position is a welfare assistance program. It administers smoke shop funds and LIHEAP funds to help individuals in emergency situations i.e. past due utilities or rent. This position will also work closely with the Tribal Administrator, Finance Department, and Tribal Council to determine eligibility in receiving loans. This program ensures benefits to elders, children, and eligible members that meet the required criteria set forth by the Pit River Tribe. This position requires accounting, organizational, and budgetary skills, as well as communications with federal, state, and other government agencies. The position may require traveling throughout the 100-square mile service area.

#### Essential Duties and Responsibilities:

- Ensures the proper forms are produced, maintained for distribution, and recording retention. Maintains documentation required to certify eligibility for all federal grants and tribal programs.
- Ensures that applicants for assistance or loans meet all required information and eligibility requirements including non-duplication of services from other entities whether State, County, Tribal or Federal.
- Ensures eligibility of membership through enrollment.
- Ensures and/or helps facilitate eligibility for food distribution commodities, and hiring of personnel to distribute.
- Works with finance to ensure funding is available in each program administered before grants or loans are distributed.
- Plans, organizes, directs, coordinates, and reports on the activities of the PRT's Social Service/LIHEAP office; trains, and supervises other subordinate staff that may be hired in activities.
- Attends meetings of the PRT Tribal Council and advises as necessary of the need and shortfall of funds to the program.
- Will develop an annual budget for the program with finance and the Tribal Administrator for presentation and approval by the Tribal Council.

- Meet with other entities of other tribal programs, state, or federal. This will identify possible funding sources, and develop contacts to ensure no duplication of funds to applicants.
- Assist in the collection of demographic information to challenge census data on Pit River Members, and lands.
- Provide guidance with TERO and other Tribal Programs, in employment and education opportunities.
- Maintains confidentiality of all applicants.
- Follow all LIHEAP use of funds regulations, including outreach activities. Coordinate these payments and eligibility with the finance department.
- Apply for the annual mandatory grant application through the Detailed Model Plan (LIHEAP) annually with the finance departments assistance.
- Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
- Other related duties as assigned.

**Qualifications:**

- Preferred accredited college degree in the field, or equivalent work experience in a similar setting.
- Demonstrated ability and leadership through experience as a manager in the field of welfare assistance.
- Administrative skills in Social Service or related field.
- Familiar with federal law, Tribal regulations, and policy.
- Have the ability to work effectively with Native American People in a culturally diverse environment.
- Have good time management skills, and be able to work under stressful conditions.
- Have the ability to establish and maintain good working relationships with the public, employees, and agencies.
- Good verbal and written communication skills as this position works with a variety of entities: government, state, county, federal, and Tribal.
- Have the ability to follow written and oral instructions.

**Requirements:**

- Must possess a high school diploma or equivalent, and have a background in administrative program work.
- Must have a minimum of one-year administrative experience.
- Must have a demonstrated ability to communicate effectively with governing boards, management team members, and professional colleagues regarding employment practices.
- Demonstrate ability to motivate and empower others, make positive impacts on attitudes and self-esteem, and to maintain effective working relationships with culturally diverse groups in a wide range of professional interactions.
- Demonstrate ability to define problems, collect data, establish facts, and draw conclusions; ability to analyze and interpret an extensive variety of information, communicate findings and recommend solutions to the governing boards, managers, supervisors, and directors.
- Must have demonstrated abilities to initiate and follow through on complex administrative task, manage time, and meet deadlines.
- Adhere to all PRT policy, including confidentiality.
- Must successfully pass a pre-employment drug and alcohol screening, and be willing to submit to a criminal background check.

## **Licenses**

Must possess a current and valid California Driver's License with a record acceptable to the PRT Policy and insurance carrier

## **Working Environment**

The environment involves the usual risks and stress of an office environment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice

**Indian Preference:** Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

**Knowledge of Pit River Tribe:** this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

**Other related duties as assigned:** The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

**All candidates:** This is a management position so please submit PRT Application, resume, cover letter and 3 professional references for verification of past employment history.

### **Inquires, questions and applications specifics please contact:**

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<http://pitrivertribe.org/>