



Ho-Chunk Nation

Job Description



TITLE: Federal Programs Director		JOB CODE: FEDD
Government Employee	EEO: 2	PAY GRADE: 14
Exempt	Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Oversees the operational objectives by contributing informational and recommendations to achieve all aspects of the Federal Program. Plan, organize, analyze, develop and initiate new procedures, policies and goals to continually meet the needs of the clients and program.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Daily - Administer the Master Plan of the P.L. 102-477 Federal Program.
2. Daily monitor and assess case management responsibilities and follow-up for a client base of approximately 300 clients.
3. Daily - Ensure eligibility guidelines and standards for Federal Programs are met or exceeded.
4. Weekly - Develop, analyze, maintain and execute budgets. Prepare budgets and reports to reflect current accurate information
5. Quarterly - Develop, implement, and maintain the guidelines and procedures for department operations.
6. Semi-annually - Maintain knowledge of current federal laws and regulations that pertain to the program.
7. Yearly - Responsible for new program development, and funding. Serves as primary liaison to public and private agencies and institutions.
8. The department manager on a bi-weekly basis ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

JOB RESPONSIBILITY

Job Reports to	Executive Director Labor and U.S. DOI-BIA-OIS-Division of Workforce Development
Leadership Accountability	Develop policies, guidelines and strategic plans, executes the operating plan per approved budget.
Supervisory Accountability	Supervises program case managers in accordance with department and Nation's approved policies and procedures.
Organizational Accountability	Manages and oversees the P.L. 102-477 Federal Program per prescribed regulations.
Financial Accountability	Develop, analyze, maintain and execute budgets pertaining to the P.L. 102-477 Federal Program. Plan, prepare, and administer grant application processes to secure federal funding.
Customer Accountability	Establishes and promotes positive working relationships and supportive work environment with culturally diverse populations.
Freedom to Act	Operates with significant independence. Subject to general input and annual performance review from Executive Director of Labor.



MINIMUM QUALIFICATIONS

EDUCATION:

1. Minimum of a Bachelor's Degree in Social Work or related field preferred.

ESSENTIAL:

1. Valid driver's license, dependable transportation and proper insurance.
2. Must promote a healthy, non-abusive lifestyle.

EXPERIENCE:

1. Minimum of two (2) years progressively responsible employment in a field involving direct contact with the public.
2. Experience in case management, two (2) years minimum.
3. Experience in federal, or state programs. Contract applications, compliance and close-out procedures.
4. Experience in a financial work environment, two (2) years minimum.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledge of federal programs, regulations, and eligibility criteria.
2. Knowledge of budgeting and financial management concepts.
3. Ability to develop, assess and implement newer work methods and procedures.
4. Ability to present ideas clearly and concisely, orally and in writing.
5. Must be responsible, dependable, possess ability to work successfully with minimal supervision.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.

WORKING CONDITIONS

1. Must be able to perform considerable travel.
2. Regularly required to sit, talk, hear, walk or stand.
3. Must possess motor skills to effectively operate general office equipment; computer, calculators and telephones.
4. Occasionally lift or move up to 50 lbs.