

# TANF Coordinator Job Description

## Position Summary

The TANF Coordinator functioning as a case manager will assess clients' needs and provide direct support and services to participants. The TANF Coordinator will help determine if participant is eligible for TANF services. The TANF Coordinator will assist students with transition services such as exploring careers, goal setting, job search skills, resume preparation, completing a job application, interview skills, referring participants to other staff for testing, entering post-secondary and training and apprenticeship programs. The TANF Coordinator is also responsible for connecting clients to resources such as transportation, childcare, housing, counseling, and other duties as assigned. The TANF Coordinator is a grant-funded position through the Adult Education Section of the Division of Workforce Services. The incumbent must have a bachelor's degree in a related field and must earn a Career Services Provider certificate within one year of hire in order to maintain the position.

## Supervisory and Other Relationships:

The position reports to the Adult Education Director and will be responsible for program related outcomes and reporting. The incumbent has substantial relationships with TANF and TANF eligible participants, community partners; Division of Workforce Services staff; state agencies, and community colleges. The incumbent is expected to represent the Adult Education program in a positive manner and to collaborate with community partners' staff and with the local education agency to effectively support TANF and TANF eligible participants engaged in activities in the program.

## Major Accountabilities:

The TANF Coordinator is accountable for contributing to the successful operation of the TANF Program through effective performance in the following essential functional areas:

- Collaborative program promotion, development and administration;
- Communicating with TANF Community Partners;
- Coordination of academic assistance and student support services;
- Outcomes measurement, tracking and reporting

A. TANF program development and administration: The TANF Coordinator is accountable for contributing to the successful operation of the adult education's TANF program by providing effective administrative services. This accountability includes such essential tasks as:

1. Planning and hosting events and activities to promote and recruit participants into TANF;
2. Conducting orientation meetings for TANF participants and partner agency counselors;
3. Developing and distributing TANF promotional materials to partners to assist in outreach and recruitment;

4. Maintaining electronic client files in order to generate monthly, quarterly and yearly reports;
5. Interpreting and responding to federal grant guidelines.
6. Work with TANF Case Managers to create subsidized employment opportunities with local employers

B. Communication with TANF Community Partners: The TANF Coordinator is accountable for liaison activities with community partners. This accountability includes such essential tasks as:

1. Fostering relationships with community partners and faith-based organizations to enhance the program goals.

C. Coordination of academic assistance and student support services: The TANF Coordinator is accountable for providing support and case management to clients/students in the TANF certificate programs. This accountability includes such essential tasks as:

1. Conducting and reviewing assessments for clients/students interested in enrolling in TANF certificate programs to determine eligibility;
2. Assisting in the preparation of the TANF education and training plan for participants;
3. Referring clients/students to adult education or short-term certificate programs;
4. Assisting clients/students eligible to enroll in TANF certificate programs with the enrollment process.
5. Providing advising, mentoring and/or access to case management services for students enrolled in TANF approved program goals;
6. Assisting partner agency staff in providing support services to their client participants enrolled in approved programs at the college.

D. Outcomes Measurement, Tracking and Reporting: The TANF Coordinator is accountable for assisting with outcomes measurements, tracking clients/students through the program, assisting monthly and quarterly reporting. Each of the following areas will be included in quarterly reports, which will be sent to the state TANF Program Manager:

1. Certifying participant eligibility for participation and reimbursement upon enrollment and monthly thereafter for adult education and community partners;
2. Maintaining attendance records for all information sessions, orientation and other events;
3. Documenting participant progress from intake through assessment, enrollment and program completion in individual case files;
4. Identifying participant support service needs and documenting all referrals;
5. Reporting on clients'/students' successes, lessons learned and other anecdotal reports as necessary to provide comprehensive reports;
6. Responsible for preparing files for federal yearly audit.

## **Professional Participation and Development**

In addition to the accountabilities listed above, the TANF Coordinator is required to carry out the essential duties of:

- Serve on assigned committees and task forces within the adult education program;

- Attendance and participation at committee, staff, informational and professional meetings related to the TANF Program and adult education;
- The incumbent is expected to maintain currency in the position's required fields of professional expertise and competencies. The incumbent is required to maintain complete confidentiality of client/student records and other information of a confidential nature.
- The incumbent must complete the Career Service Provider's certificate within one year of hire and Arkansas Educator License within 3 years.

### **Education and Professional Work Experience**

Incumbents are required to have at least a bachelor's degree in business or a closely related field and have demonstrated advanced knowledge and abilities in the following areas:

- Academic and skills assessment methods;
- Federal/State grant management;
- Labor market information and career development strategies;
- Experience in mentoring or advising;
- Effective oral and written communication;
- Excellent interpersonal skills;
- Strong problem solving and critical thinking skills; takes initiative;
- Experience in training and/or outreach activities;
- Relevant experience in education preferred;
- Ability to work effectively with diverse populations;

### **EXPECTED SALARY RANGE**

The salary range is expected to be between \$36,000 - \$45,000 and is based on qualifications and experience.