

**COOK INLET TRIBAL COUNCIL, INC.**  
**JOB DESCRIPTION**

Job Title: TANF Eligibility Technician  
Department: Employment & Training Services  
Reports To: Eligibility Coordinator  
Supervises: N/A  
FLSA Status: Non-exempt, Full-time Regular  
Wage: DOE  
Effective Date of Hire: \_\_\_\_\_ End Date: \_\_\_\_\_

---

**General Functions:**

Determine accurate eligibility determinations, benefit authorizations, in-depth interviews, data collection, investigations, and data review and analysis for new and ongoing participants for the Cook Inlet Tribal Council, Inc. Temporary Assistance for Needy Families (TANF) program. Experience working with a target population that includes, but is not limited to: Native welfare-to-work families, families undergoing substance abuse treatment, families involved with child protection as well as families subject to illness, family crisis, domestic violence, financial hardships due to lack of work, lack of income, and job layoffs; disaster situations, including economic and natural disasters.

**Duties and Responsibilities** included but not limited to:

- Maintain client confidentiality.
- Become proficient with the PL 102-477 Grant, Tribal TANF and program applications.
- Become proficient with the Tribal TANF regulations and manuals, including those under other agencies such as child support services, and permanent dividend program.
- Become proficient with the operation of the State of Alaska computer system, EIS and CITC 477 database.
- Process and maintain proper documentation for participant files.
- Gather required verification pertaining to income, resources, expenses, etc.
- Conducts participant interviews with the State of Alaska Food Stamp/Medicaid Eligibility Technicians.
- Determine participant initial and continuing eligibility for the Tribal TANF program.
- Review monthly participant submittals and/or change reports.
- Determine benefit levels, need for additional documentation and information, case status, and policy explanations or budget calculations, and ensures high accuracy rate is established and maintained in eligibility determinations and benefit authorizations.
- Issue communications with participants regarding the need for additional information, documentation or clarification, application or case status, anticipated program changes, and benefit level changes.
- Performs research on an individual's background cross-referencing with other state and federal sources.
- Performs corrective action on participant benefits determinations.

- Become increasingly familiar with interagency interfaces in the EIS system and determines their applicability to eligibility determinations and benefit determinations.
- Become familiar with Cook Inlet Tribal Council, Inc. programs and other community resources, and makes proper referrals.
- Continues training and applying all ongoing program changes initiated by the federal or state governments.
- Other duties as assigned.

### **Job Specifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Demonstrated ability to work independently with minimal supervision.
- Demonstrated ability to organize work and time; establish priorities; work under pressure and meet deadlines.
- Demonstrated ability to work well with Alaska Native and American Indians and an understanding of social and cultural needs of the native community.
- Ability to comprehend, interpret and apply program policies, procedures, guidelines and instructions through formal and on-the-job training.
- Demonstrated ability to learn and apply interviewing and investigative techniques.
- Demonstrated ability to write reports, business correspondence, and procedure manuals.
- Demonstrated ability to maintain composure and use diplomacy and tact when dealing with program participants.
- Demonstrated ability to interpret and apply program rules, regulations, policies and procedures, while making initial and continuing eligibility determinations, within strict time frames.
- Demonstrated ability to analyze and accurately classify types of employment, income resources, expenses and other variables surrounding a household composition.
- Demonstrated ability to effectively communicate program information and requirements to a wide variety of individuals, agency representatives, etc., and to establish and maintain cooperative working relationships.

### **Qualifications:**

- High school diploma or GED.
- Two years experience involving extensive person-to-person contact, explaining complex policies, procedures, services or requirements; eliciting or exchanging information as related to requirements or procedures; providing formal or informal instruction or training to people; or interviewing/counseling; or two years of experience applying statutes, regulations, program requirements or similar criteria or guidelines to review of individual cases.
- College work in any field from an accredited institution may substitute for required experience on a year for year basis.
- Continued employment is contingent upon receipt of satisfactory report from a state and federal background check.

**Hiring Preference:**

Preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to PL 93-638 Indian Self-Determination Act.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date