

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Coordinator II (Nutrition/Food Distribution)**

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<b>EXEMPT: No</b>	<b>JOB CODE: 4-TS T6</b>
<b>TARGET SALARY: \$12.50 to \$14.70/DOQ</b>	<b>SHIFT: 8:00 to 5:00</b>
<b>PROGRAM: Social Services</b>	<b>LOCATION: USDA</b>
<b>REPORTS TO: Social Services Division Manager</b>	

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**SUMMARY:** This position is established in the Social Services Division and shall assist the FDPIR coordinator in commodity inventory control, maintaining warehouse in a safe, clean manner, and to prepare FDPIR and Food Bank orders as directed by documentation.

**ESSENTIAL DUTES AND RESPONSIBILITIES** include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Processes applications and certifies program eligibility, verifies income of program applicants, cross references with Washington State Department of Social, Health Services in order to prevent duplication of services.

Compiles and organizes Food Distribution, Northwest Harvest, Food Bank applications for funding and food products for the Makah Tribal Council.

Provides on-going program monitoring for compliance with federal regulations and guidelines and implements corrective action as needed.

Processes food orders for USDA, FDPIR, Food Bank and Northwest Harvest programs, pick-up food or arrange for the delivery of food.

Coordinates and implements the Nutrition Education program for the Neah Bay community, Neah Bay Schools, and the Early Childhood Education programs on a monthly basis.

Creates and submits monthly and quarterly program reports for outside funding agencies and as required by department director.

Prepares food orders for distribution to program clients in accordance with program standards, and maintains efficient inventory for all food supplies.

Delivers food orders to homebound clients and seniors on a monthly basis.

Provides outreach services to ensure all eligible households are being served.

Monitors and maintains budgets, grant/contract files for the FDPIR, Northwest Harvest, Emergency Food Assistance Program, Nutrition Education programs and tribal match program.

Submits newsletter articles on a monthly basis.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises one to four in the USDA program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employee' planning, assigning, addressing complaints and resolving problems.

**QUALIFICATION AND REQUIRMENTS:**

**EDUCATION and/or EXPERIENCE:**

High School diploma or general education degree (GED).

Must have a minimum of one-year supervisory experience.

Must have minimum of two years program management experience.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general food order forms, inventory control documents, and other basic professional correspondence.

**MATHEMATICAL SKILLS:**

Ability to calculate figures, percentages, and volume.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

Must be bondable.

**OTHER SKILLS AND ABILITIES:**

Must have experience working with and implementing a federal/state programs, budgets, and preparing bi-weekly, monthly quarterly and annual reports.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Ability to establish and maintain files, records, or other information to meet the specific needs of the program, including the responsibility for adapting or improving the system.

Ability to write reports and other correspondence.

Ability to carry out oral and written instructions and to understand and apply available guidelines to varied operational requirements.

Ability to develop and maintain positive relationships with clients, co-workers and Tribal representatives.

Ability to operate material-handling equipment, i.e., pallet jacks, two-wheeled hand trucks and an electric forklift.

Ability to communicate well with the public in a courteous and professional manner.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee must occasionally lift and/or move up to 65 pounds. Must be able to stand, sit, and lift for prolonged periods of time. Must be in good physical condition without health limitations

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

#### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice.

Nothing in this position description, or by the completion of any requirement of

the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council  
Personnel Office  
P.O. Box 115, Bldg 150 Rm #7  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: mtcpersonnel@centurytel.net

**OPEN: July 22, 2008**  
**CLOSE: August 4, 2008**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.