

Project Coordinator – Tribal TANF & Child Welfare Coordination Grant

Department

Aaniiih Nakoda Family Healing Center (ANFHC) / 477 Employment & Training Program

Position Type

Full-Time, Grant Funded

Reports To

ANFHC Director & 477 Director (Co-Project Directors)

Location

Fort Belknap Indian Community

Employment Category

Regular, Non-Exempt

Purpose of Position

The Project Coordinator will oversee daily implementation of the TT-CW Coordination Grant project. This position is responsible for coordinating system change activities, strengthening collaboration between the Tribal TANF (477 Program) and Child Welfare (ANFHC), supporting policy and procedural development, organizing cross-training efforts, assisting in joint case management improvement, and supporting prevention and permanency support services for Tribal families and children.

Essential Duties & Responsibilities

- Coordinate and manage day-to-day TT-CW project activities.
- Support implementation of Objective Work Plan and creation of Work Team.
- Assist in policy and procedure review, redesign of processes, and MOU development.
- Coordinate cross-training between TANF and Child Welfare staff.
- Support joint case-management improvement and prevention services coordination.
- Assist with data collection, tracking benchmarks, and federal reporting requirements.
- Assist in evaluation activities and sustainability planning.
- Provide project communication, scheduling, documentation, and administrative support.
- Maintain confidentiality and professionalism.

Knowledge, Skills & Abilities

- Knowledge of Tribal TANF, Child Welfare systems, and Tribal government operations.
- Strong understanding of Trauma-Informed Care and family-centered approaches.
- Excellent communication, collaboration, and organizational skills.
- Ability to work across departments and coordinate multiple tasks.

- Proficiency in Microsoft Office and ability to learn data software (TAS).
- Ability to maintain confidentiality and ethical standards.
- Ability to travel when required.

Minimum Qualifications

- Associate Degree required; Bachelor's preferred (Social Work, Human Services, Public Administration, Behavioral Health, Education, or related field).
- Two (2) years related professional experience preferred; or a combination of education and experience.
- Experience in Tribal programs, case management, or program coordination preferred.
- Knowledge of Tribal culture and community preferred.

Conditions of Employment

- Must pass required background check.
- Must adhere to confidentiality standards.
- Must comply with Tribal employment policies and grant regulations.
- Position is grant funded and continuation is dependent upon funding.