

**ROUND VALLEY INDIAN TRIBES**  
*A Sovereign Nation of Confederated Tribes*

TRIBAL COUNCIL OFFICE  
77826 COVELO ROAD  
COVELO, CALIFORNIA 95428  
PHONE: 707-983-6126  
FAX: 707-983-6128



LOCATION: ON STATE HWY 162  
ONE MILE NORTH OF COVELO  
IN ROUND VALLEY  
TRIBAL TERRITORY SINCE TIME BEGAN

**ROUND VALLEY RESERVATION ESTABLISHED 1856**

**Job Title: Tribal Nutrition Assistance Program Coordinator (TNAP)**

**Department: Round Valley Indian Tribes, Social Services, Child and family Services Department**

**Reports To: RVIT Child and Family Services Director**

**Salary: \$16, 906.32-year (18 hours a week) Part time position**

**POSITION SUMMARY:**

Under general supervision of the Child and Family Services Director, The TNAP Coordinator will provide information about the Tribe's Supplemental Nutrition Assistance Program (TNAP) and application assistance to families in need within the Round Valley Indian Tribes Community service area. The TNAP Coordinator is primarily responsible for providing one-on-one TNAP application assistance over the phone for individuals and families that express an interest in applying. He or she works as a member of a team to achieve the goals of the Food Security Partnerships area and the strategic plan of The Tribe's Community by increasing food sovereignty.

**Duties & responsibilities:**

- Assist individuals with completing TNAP applications and submitting documents for TNAP applications
- Complete all follow up procedures as needed to assist TNAP applicants in applying for and/or obtaining benefits
- Maintain current knowledge and understanding of the TNAP application process
- Listen, assess, and troubleshoot issues related to TNAP program enrollment
- Train and provide support for the TNAP application assistance volunteer team
- Maintain information for evaluations and prepare periodic written reports on the progress of the project and its impact of overall partnership goals
- Maintain Client Records Management, System & accompanying spreadsheets
  - Coordinate food sovereignty events
  - Coordinate food specialists for event trainings
  - Elders' food sovereignty project
  - Coordinate community garden

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**Qualifications:**

- Must possess a HS diploma
- Ability to work with people from diverse social and ethnic backgrounds
- Ability to work independently and as a part of a team
- High quality customer service skills (exhibit objectivity, persistence, calmness & helpfulness)
- Attention to detail and follows through on tasks
- Excellent computer skills required
- Driver's licenses are required.

I, \_\_\_\_\_ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all RVIT policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

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

\_\_\_\_\_  
Supervisor Signature Date

**INDIAN PREFERENCE:**  
Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, the Round Valley Indian Tribes is an Equal Opportunity Employer.

**ROUND VALLEY INDIAN TRIBES IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)** Applicants are considered without regard to race, color, religion, sex, age, national origin, sexual orientation, marital or veteran status, or the presence of a non-job-related mental or physical disability.