

# HELPING MAMAS

## TANF Program Coordinator

### Job Purpose / Objective

The TANF Program Coordinator is a part time position at Helping Mamas. This position will work closely with our Program Manager and Director of Partnerships and Impact. The position will be responsible for oversight for our TANF Diaper Project.

### Essential Functions & Primary Duties

- Receive and review client documentation to determine eligibility for the TANF Program
- Maintain all documentation for client eligibility and number of diapers distributed
- Pull together the necessary diapers to deliver to TANF recipients
- Coordinate diaper delivery with clients
- Coordinate with Courier to determine scheduling of deliveries
- Collaborate with warehouse team to determine inventory needs
- Directly deliver diapers when needed
- Communicate with local case managers about the TANF Diaper Program to encourage participation in the program
- Complete surveys with families post-delivery of diapers

### Qualifications Required

- Bachelor's Degree in Social Services or related field. Or 1-2 years of relevant experience
- Bilingual in Spanish preferred
- Knowledge of state public assistance programs
- Passion for the vision, mission, and values of Helping Mamas
- Strong interpersonal and organizational skills
- Ability to maintain detailed, organized records
- Excellent customer service skills
- Physical Requirements: lifting and loading diaper boxes

Part-Time: 21 hours/week  
\$19.50/hr