

**WICHITA AND AFFILIATED TRIBES
POSITION DESCRIPTION**

TITLE: SOCIAL SERVICES PROGRAM DIRECTOR

SUPERVISOR: TRIBAL ADMINISTRATOR

GENERAL DESCRIPTION: Under the supervision of the Tribal Administrator. Social Services Program Director is directly responsible for the overall administration and management of the BIA Social Services Program (inclusive of General Assistance, Supervised Accounts, and Guardianships), Family Violence Prevention and Services Program, and the Tribally Funded Domestic Family Violence Program. Also responsible for proper fiscal management of program funds and all other duties and responsibilities associated with the position.

DUTIES AND RESPONSIBILITIES

1. Maintains up to date knowledge of benefit requirements of other agencies.
2. Acts as liaison between clients and Tribal Government, Federal, State, and Social Services Agencies.
3. Responsible for the development and submission of monthly, quarterly, and annual fiscal, statistical, and narrative reports for all program components.
4. Receives applications for assistance and establishes eligibility and extent of need for financial assistance, and/or services of applicants and recipients.
5. Assumes responsibility for the type of services rendered and for the utilization of all available. Maintains accurate current information in case records.
6. Attends court hearings for Supervised Accounts and Guardianships. Also assists as an advocate for Domestic Family Violence clients.
7. Keeps records and makes reports, interprets the purpose and functions of the department to individuals and groups in the community.
8. Makes home visits to determine eligibility of applicants. Maintains continuous contact with clients in accordance with joint recipients periodically or as required; recommends modifications of plans for continuance or discontinuance of financial assistance.
9. Prepares correspondence reports and maintains accurate and current information in case records and other records as designated; answers the inquiries from individuals, agencies, and the general public and explains the various assistance and service programs available.

10. Refers clients to available resources including career counseling, training and education, housing, and other community support services. Furnishes services, information, and counseling to person applying for or receiving assistance.
11. Work is of a confidential nature and confidentiality must be maintained.
12. Performs other duties relating to the programs as needed, or as required.

QUALIFICATIONS:

1. Must have a Bachelor's Degree, or be working towards a degree, from a four-year accredited college or university in Social Work or related field; and have at least two (2) years of successful full-time paid employment in social work capacity.
2. Must have administrative ability and actual work experience in program management as required by funding agencies, inclusive of writing proposals, reporting, and developing budgets. Must also be familiar with, and have the ability to interpret federal guidelines relating to the programs.
3. Must be knowledgeable of court procedures, legal terminology, case management, and have some knowledge of laws pertaining to BIA Social Services Supervised Accounts and Guardianships, and Protection Order and Domestic Violence proceedings.
4. Proven ability to work well with Indian families and children, and must have positive human interaction skills.
5. Must be computer literate and possess oral and written communication skills; be able to communicate effectively with professionals, supervisors and clientele.
6. Must be knowledgeable concerning practices relating to office procedures and legal research, have the ability to organize and maintain clear and concise records.
7. Must be able to be On-Call 24 hours a day.
8. Must possess a valid Oklahoma State Driver's License.
9. Must pass a criminal background investigation in accordance with P.L. 101-630, Section 408 (a) & (b) - cannot have any convictions related to drugs, felonies, or crimes against a child; and must pass drug screening.
10. Must sign a Confidentiality Agreement and abide by confidentiality as required by Law regarding client matters.
11. This position shall be Indian Preference.