



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Tribal Funded Social Services Director

DEPARTMENT: Executive & Management Staff

LOCATION: Family Services Building – Tribal Complex

REPORTS TO: Tribal Administrator

JOB SUMMARY:

Tribal Funded Social Services Director is responsible for the daily administration and overall operations of all grants/contracts and tribal funded programs within the Tribal Funded Social Services Programs. Provides supervision to department staff.

CORE DUTIES AND RESPONSIBILITIES:

1. Shall be primarily responsible for overall management of the grant(s) by providing direct oversight of the daily operations, inclusive of fulfilling goals and objectives, as required by applicable grant regulations.
2. Composes and submits annual grant applications and proposals to funding agencies, also actively seeks and applies for funding from additional resources.
3. Responsible for developing and monitoring operating budgets and insures that expenditures are in compliance with grant regulations, inclusive of either Tribal Cash Match or In-Kind costs as applicable.
4. Prepares and submits mandatory progress, statistical, and narrative reports for all program components as required by the funding agency. Ensures financial reports have been submitted in a timely manner.
5. Supervises program staff and implements personnel functions including program specific training, evaluating work performance, and disciplinary actions.
6. Receives applications, collects documents, conducts interviews, evaluates and assesses client needs, and determines eligibility for assistance.

7. Refers clients to available resources including career counseling, training and education, housing and other community supports. Furnishes services, information and counseling to person applying for or receiving assistance.
8. Takes emergency Tribal Funded Social Services Program applications to designated tribal official(s) for timely response and resolution.
9. Responsible for proper maintenance and records of client case files. Collecting information and preparing reports concerning client's progress.
10. Meets routinely with Wichita Executive Committee to address/discuss client services and needs that the program is not currently designed to assist for the purpose of making recommendations and revisions to the program guidelines to assist qualifying recurring social service related needs.
11. Conducts home visits as required for client address verification purposes, to assess needs, and make referrals as needed.
12. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Possess a Bachelor's Degree in Social Work or related field from an accredited College or University. Every two years of supervisory or work experience in any social services field, preferably with an Indian Tribe, will be substituted for one year of completed study.
2. Must have at least three (3) years of experience as a Social Worker, Social Services Director, or equivalent.
3. Have the ability to interpret and follow program guidelines relating to Tribal Funded Social Services Program, Low Income Home Energy Assistance Program, and Community Services Block Grant.
4. Prefer previous experience in grant and budget management.
5. Must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding grant/contract, program, and personnel matters.
6. Be computer literate and able to operate software for letter processing and spreadsheets.
7. Proven ability to work well with Indian families and children, and must have positive human interaction skills.
8. Must have the ability to organize and maintain clear and concise records.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

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. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters. Preference for employment shall be given to Wichita Tribal members, descent, relation then qualified Indian applicants.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

TRIBAL ADMINISTRATOR

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.