



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Social Services Director
- DEPARTMENT:** Executive & Management
- LOCATION:** Family Services Building – Tribal Complex
- REPORTS TO:** Tribal Administrator

JOB SUMMARY:

Social Services Director is responsible for the daily administration and overall operations of all grants/contracts and tribal funded programs within the BIA Social Services and Family Violence Prevention Programs. Provides supervision to department staff. This position may work outside of the normal work week. This position may work outside of the normal work week.

CORE DUTIES AND RESPONSIBILITIES:

1. Must be able to work flexible hours and willing to work after 5:00 PM and on weekends when necessary.
2. 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.
3. Composes and submits annual grant applications and proposals to funding agencies, also actively seeks and applies for funding from additional resources.
4. 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.
5. 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.

6. Supervises program staff and implements personnel functions including program specific training, evaluating work performance, and disciplinary actions.
7. Maintains up to date knowledge of benefit requirements of other agencies.
8. Acts as liaison between clients and Tribal Government, Federal, State, and Social Services Agencies.
9. Receives applications for assistance and establishes eligibility and extent of need for financial assistance, and/or services of applicants and recipients.
10. Assumes responsibility for the type of services rendered and for the utilization of all available. Maintains accurate current information in case records.
11. Attends court hearings for Supervised Accounts and Guardianships. Also assists as an advocate for Family Violence Prevention and Victims of Crime Act clients.
12. Keeps records and makes reports, interprets the purpose and functions of the department to individuals and groups in the community.
13. 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.
14. 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.
15. 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.
16. 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. Knowledgeable of court procedures, legal terminology, case management, and have some knowledge of laws pertaining to BIA Social Services Supervised Accounts and Guardianships, Protection Orders, and Domestic Violence proceedings.

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 drug screening. 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. Must sign a Confidentiality Agreement and abide by confidentiality as required by Law regarding client matters. Indian Preference applies. This position may work outside of the normal work week.

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.