

VACANCY ANNOUNCEMENT

Juvenile Services Director



OPENING DATE:	01/29/2024	CLOSING DATE:	02/12/2024
SUPERVISOR:	Justice Programs Administrator	SALARY:	TBD
LOCATION:	Offsite	STATUS:	Regular Full-Time

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

- 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.
- Composes and submits annual grant applications and proposals to funding agencies, also actively seeks and applies for funding from additional resources.
- 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.
- 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.
- Supervises program staff and implements personnel functions including program specific training, evaluating work performance, and disciplinary actions.
- Responsible for overseeing the Summer Youth Program, inclusive of planning and supervision of all participants, activities, field trips, guest speakers, and curriculum.
- Responsible for overseeing the After School Program, inclusive of planning and supervision of all participants, activities, field trips, guest speakers, and curriculum.
- Performs general intake procedures, home visits, and follow-ups for at-risk youth.
- Develops case plans, provides resource referrals, and performs other activities deemed necessary for the provision of assistance to tribally enrolled youth.
- Responsible for case management plans, attending necessary court hearings, writing client progress reports, and compiling client support narratives to be maintained in client files.
- Serves as liaison between clients, parents, staff, and resource agencies (i.e. – public schools, court systems, DHS, OJA, or other juvenile justice agencies, etc.).
- Attends court hearings for clients. Also assists as an advocate for clients.
- Transports clients on an “as needed” basis to various resource agencies for counseling, referral, or other needed services.
- 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.
- Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE

- Possess a Bachelor’s Degree in Criminal Justice, Social Services, 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.
- Must have at least three (3) years of work experience with youth or at-risk youth, and be able to relate and interact well with youth.
- Knowledgeable of court procedures, legal terminology, case management, and have some knowledge of laws pertaining to Juvenile Services and juvenile justice system proceedings.
- Prefer previous experience in grant and budget management.

- Must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding grant/contract, program, and client matters.
- Be computer literate and able to operate software for letter processing and spreadsheets.
- Proven ability to work well with Indian families and children, and must have positive human interaction skills.
- Must have the ability to organize and maintain clear and concise records.

REQUIREMENTS

Must possess a valid Oklahoma Driver’s License.
This position requires a successful background check and drug screening.

APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver’s license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

Submit To E-mail: Humanresources@wichitatribe.com

OR drop off at: 414 Wichita Circle, Anadarko OK 73005

Phone: 405-247-2425

EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

BENEFITS

No cost self-only health, vision and dental insurance.
SIMPLE IRA, 3% Tribal matching contribution.
Vacation and sick leave.
Paid holiday leave.