



Job Position: Social Service Director	Status: Full Time/Exempt
Division: Social Services	Salary: Based on Experience
Posting Date: July 27, 2020	Closing Date: Open Until Filled

Job Description

Summary:

The Social Services Director will manage and lead the Social Services department and administer the delivery of social services, human services and domestic violence programs. The Social Service Director will report to the Tribal Administrator on all issues related to the Social Services department. The Social Service Director is responsible for the oversight and financial accountability and integrity of the department. The Social Services Director will ensure quality assurance, resource and staff development, additionally, is responsible for the collection and compilation of service data, to assess service needs, to advocate for programs designed to meet identified needs, and to provide quality assurance in the administration of all programs.

Essential Duties and Responsibilities include the following.

- Planning, implementing, evaluating and directing the delivery of Social Services, Human Services, and Domestic Violence programs.
- Interact with other tribal departments, Tribal Administrator, and Tribal Council to assist in the development and implementation of a social services delivery system.
- Researching, preparing and manage grant and/or program applications applicable to the department services; implementing of grants and ensuring compliance with contracts and or grants
- Establish and maintain a positive working relationship with all federal, state and local government funding agencies to assist in delivery of the tribal social services system.
- Collaborating with other Tribal government departments and other available resources to utilize best practices in providing appropriate, adequate and comprehensive client services.
- Provides executive leadership to department staff to inspire staff to the purpose and values of the tribal goals. Directs the department, including but not limited to; Staff meetings, general supervision, performance evaluations, disciplinary procedures, leave approvals, timesheets, etc., with applicable approval when necessary
- Provides appropriate training and training opportunities to enhance the growth and development of staff
- Advocates for program services designed to meet the needs of the community
- Performs other related duties as assigned by the Tribal Administrator.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Absolute confidentiality and adherence to the Privacy Act
- Ability to work in a high performance, fast paced, high pressure environment

- Adept at multi tasking, have unquestionable integrity, uncompromising commitment to quality
- Exceptional interpersonal and communication skills, both written and verbal**
- Outstanding project management and organizational skills
- Must be people oriented and relate well to people from diverse backgrounds
- Ability to work odd and irregular hours, as needed.
- Ability to travel and participate in required training, leadership development and other events
- Ability to adequately and successfully perform all duties and responsibilities of this position

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Bachelor's degree in Social Work, Psychology, Public Administration, Health Administration or related field required;
- Master's degree and licensure preferred.
- Minimum of four (4) years of verifiable work experience in providing executive direction within a social services delivery system. Minimum of four (4) years of experience in grant/contract administrations with a working knowledge of Federal rules and regulations applicable to programs and funding sources

Certificates and Licenses:

- Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
- Must successfully pass a criminal background check.

Supervisory Responsibilities:

This job has supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Employee may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS

SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
OR
HR@tunica.org