



HOH INDIAN TRIBE

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Position Description

Job Title	Family Services Manager
Department	Social Services
Reports To	Executive Director
Status	Permanent/Full Time
Salary Range	\$DQE
Location	Hoh Tribe Reservation

Summary

The Family Services Manager will work to develop and implement a broad range of services to the Hoh Tribal Citizens. This position reports to the Executive Director and is responsible for oversight of the Social Services department which includes budgetary planning and reporting, program development and implementation, staffing, program growth, and ongoing evaluation. This position will develop and implement a sustainable service delivery system to Hoh Tribal Families by developing a broad range of social services including preventative, and rehabilitative, education and youth oriented programs utilizing funding from local, state, federal and private funding sources.

Duties and Responsibilities

- Work closely with the Executive Director with program planning, development and implementation of Hoh Tribal Social Service Programs.
- Promote a working environment noted for effective cooperation and collaboration between programs services and co-workers.
- Develop and regularly Monitor Social Services Department Budget.
- Will comply with all reporting requirements for funding sources as well as required internal reporting requirements.
- Evaluate and monitor the success and usefulness of each program, establishing baselines. Developing Evidence based reports.
- Plans, assigns and supervises staff to provide services to Hoh Tribal families. Will also assist staff with providing direct program services.
- Day to Day Supervision of staff. Including resolving all performance deficiencies resulting from personnel problems. Will make hiring decisions, and provide training opportunities.
- Reviewing all subordinate staff work for accuracy and compliance and timeliness to ensure the quality of client services and compliance with all applicable laws, regulations and funding requirements.
- Ensuring grant and contract compliance including the preparation of reports and monitoring program expenditures.

- Collaborates with other management and staff in setting goals, establishing guidelines and coordinating activities of staff.
- Prepares written correspondence, reports and other documents related to the Social Services programs and mandated federal and state reports and court documents.
- Development and maintenance of necessary systems and procedures to assure successful implantation of the social services programs.
- Perform other duties as assigned.

Skills and Specifications

- Ability to accurately keep and maintain complete records
- Ability to communicate effectively for the purpose of providing instructions, completing forms, and applications, obtaining and conveying information
- Public Relations and Interpersonal skills, to meet and deal with a variety of individuals exercising tact, diplomacy and mature judgement
- Program infrastructure development
- Organizational skills to assure timely and accurate submission of reports and budgets
- Ability and skill to perform work and accomplish tasks, in a fast paced and stressful environment where incumbent must multi task to complete work assignments.
- Knowledge of child welfare standards, codes and agency jurisdiction
- Knowledge of family and individual development
- Knowledge of Indian Child Welfare program development
- Knowledge of local and surrounding geography and culture
- The ability to establish close liaison with child welfare service and enforcement representation.
- Must adhere to the personnel policies and drug and alcohol polices.
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check

Education and Qualifications

- Requires a Bachelor’s Degree in Social Work, or closely related field with coursework in: social work, social services, human services, sociology, psychology, case management, and counseling. Masters Degree preferred.
- A minimum of four (4) years successful management experience working with Family Service Programs, preferably in a Tribal setting. Additional management experience may be substituted for the degree requirement.
- Must have a willingness to work flexible hours.
- Must have reliable transportation, a current driver's license, and liability insurance.
- Must have an ability to maintain effective working relationships with the community members and staff.

This position is covered by the provisions of the Crime Control Act of 1990, Subchapter V - Child Care Worker Employee Background Checks (42 U.S.C. 13041) and the Indian Child Protection and Family Violence Prevention Act of 1990 (25 U.S.C. 3201-3210). As such, each applicant will be required, as a pre-condition to employment, to submit to a 5-year criminal history background check, including fingerprinting.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee

organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply