



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

POSITION DESCRIPTION – SOCIAL SERVICES MANAGER

Reports To: Tribal Administrator

Department: Administration

Status: Exempt

Salary Range: \$65,000 - \$72,000

SUMMARY AND SCOPE:

The Social Services Manager will begin work under a three year grant funded program. The Social Services Manager structures and administers the Bring Families Home, Home Safe, and Housing Advocacy Disability social services programs. The primary goal of the Social Services Department Manager is to ensure staff on the social service team are carrying out their work in accordance with program guidelines and that staff have the support and training needed to successfully support program participants to secure and maintain permanent supportive housing.

PRIMARY RESPONSIBILITIES:

- Oversees day to day operations by supporting program staff, assigning, and tracking caseloads, completing staff performance evaluations, approving timesheets, mileage and other administrative duties.
- Provides routinely scheduled supervision and consultation to staff in adhering to ethical/legal practices, specific policies such as HIPAA.
- Participates in the recruitment, selection, hiring and training of program staff.
- Assists with program budget development and financial tracking.
- Approves requests for direct financial assistance for program participants.
- Develops and implements trainings for staff on agency and program policies and procedures.
- Ensures program performance measurements are met through ongoing supervision addressing barriers and providing necessary support as issues arise.
- Ensures all supervisees provide an array of quality services to assist program participants in reaching their optimum level of functioning and improved quality of life.
- Ensures staff work from a client centered and harm-reduction approach to services in all treatment and housing activities.
- Ensures case documentation and client files meet PRCI standards, quality assurance and funding sources requirement through review of client files, progress/encounter notes, and caseloads.
- Develops relationships with representatives in other agencies to support individuals in attaining services such as housing, mental health care, medical treatment, financial assistance, legal

SOCIAL SERVICES MANAGER

Current as of: _____

Chair: _____ Date: _____

Secretary: _____ Date: _____

advocacy, etc.

- Participates in the overall evaluation of program services and data collection for reporting by maintaining accurate information in program participant files.
- Maintains familiarity with agency and program policies and procedures.
- Prepares, maintains, and updates clients' hard case files/e-files related to the case for review and record-keeping purposes. Ensures timely completion of client case notes by social service staff.
- Reports to work on time and maintains reliable and regular attendance.
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

- Bachelor of Arts/Bachelor of Science degree in Social Work, Business, Public Administration or related field required.
- One year of supervisory experience or demonstrated experience leading and/or coordinating the work of staff.
- Two years of experience in the human services, social work, medical, or related field.
- Familiarity with effective practices including harm reduction, trauma-informed care, and housing first principles.
- Familiarity in working with participants with a mental health illness or other serious health issues or disabilities and the healthcare delivery systems.
- Ability to respond to staff and clients in a calm, empathetic and professional manner while courteously directing the conversation to pertinent issues.
- Excellent written and oral communication skills.
- Ability to work independently as well as support team efforts, and to strategize and plan so as to timely and consistently move applications forward across multiple case timelines.
- Excellent organizational skills to handle program caseload and distribute work between multiple staff members.
- Microsoft Office skills.
- Should be able to effectively make public presentations when required.
- Must have a valid Driver's license and DMV printout.
- Must successfully complete a background investigation and pre-employment drug/alcohol screen.

PREFERRED QUALIFICATIONS:

- Master of Arts/Masters of Science degree in Social Work or Public Administration Administration, or related field preferred.
- Two years of supervisory experience or demonstrated experience leading and/or coordinating the work of staff.
- Three years of experience in the human services, social work, medical, or related field.

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APPLICATION PROCESS:

If you are interested in this position, please submit the following:

- Completed Application
- Cover Letter and Resume
- Documentation of completion of Education
- If claiming Tribal Preference, please provide proof of Tribal Identification

- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.

- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Employee Signature)

(Date)

(Human Resources Signature)

(Date)

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