



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 DIRECTOR

Reports To: Tribal Administrator

Department: Social Services

Status: Exempt

Salary Range: \$110,000 - \$130,000 Annual

SUMMARY AND SCOPE:

The Director of Social Services is responsible for the oversight of the social service programs operations and services delivered to the PRCI Tribal Community. To ensure compliance with all applicable local, state and federal laws and regulations pertaining to public health, social service and welfare programs. This includes planning, coordinating, developing and directing the delivery of direct and non-direct services. Work to identify and address social problems and needs within the Tribal Community. Develop tools to measure program effectiveness and address areas that lack growth. Develop and implement policies and procedures that fit within the cultural norms of the Tribe while ensuring services provided meet the need of the community. Due to the high demand in dealing with populations associated with complex traumatic experiences that requires a high-level of confidentiality and sensitivity of all services.

PRIMARY RESPONSIBILITIES:

- Develop and enforce administrative policy and procedures that align with departments objectives and goals.
- Meet with program coordinators to analyze and evaluate program effectiveness and develop ways to address gaps in services.
- Conduct research and analysis of Tribal Community needs to establish program goals and directions
- Oversee the planning, implementation, and evaluation of social service programs to meet Tribal community needs.
- Provide direction for all social service programs including but not limited to Domestic Violence, Human Services, Youth Services, Mental Health, Prevention Services and the Indian Child Welfare Act (ICWA).
- Develop and manage the department's budget, ensuring resources are allocated effectively to support program objectives.
- Maintain accurate records and reports including budgets, fiscal reports and employee performance evaluations,
- Recruit, hire, train, and supervise social service staff, ensuring a high level of professional development and performance.
- Provide support to program coordinators by conducting needs assessments, resolving complaints, and addressing advocacy issues.
- Establish and maintain partnerships with other organizations, government agencies, and community stakeholders to enhance service delivery and resource availability.

- Ensure compliance with all federal, state, and local regulations governing social service programs, including maintaining accurate records and reporting.
- Analyze proposed legislation, regulations, or rule changes to determine the potential impact on agency services.
- Provide progress reports to the Tribal Council and General Membership during membership meetings.
- Assist with the research, draft, and submission of grant proposals.
- Must have excellent verbal and written communication skills.
- Knowledge of Native American/Native Indian history and culture.
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in Social Work or Psychology, or a closely related field ***OR***
- Five (5) years of experience in the human services, social work, medical, or related field.
- Five (5) years at a senior to mid-level supervisory experience.
- 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.
- Should be able to effectively make public presentations when required.
- Must have a valid Driver's license with no restrictions.
- Must successfully complete a background investigation and pre-employment drug/alcohol screen.

PREFERRED QUALIFICATIONS:

- Master’s Degree in Social Work or Psychology, or a closely related field is preferred.
- Current certification as a LMSW or LCSW preferred.

APPLICATION PROCESS:

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

- Completed Application
- Cover Letter ***and*** Resume
- Documentation of completion of Higher Education ***and*** certification
- 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 Representative Signature)

(Date)