

PYRAMID LAKE PAIUTE TRIBE

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JOB ANNOUNCEMENT

SOCIAL SERVICES DIRECTOR

Social Services, Nixon, NV 89424
\$46,300.80- \$48,651.20 per Annum,
Full-Time (40 hrs/wk), Exempt
Class Code 520, Grade 24, Step 1-3 DOE

JA: 19-005

Date Posted: 1/16/2019

Date Closes: 2/15/2019

DEFINITION: Supervises, coordinates and administers the Social Services program, including General Assistance, Indian Child Welfare, and Child Care services. Provides complex casework, referrals, and preventative and rehabilitative services for Indian residents on or near the Pyramid Lake Paiute Reservation.

DUTIES & RESPONSIBILITIES: Plan, organize and direct the development and operation of the Pyramid Lake Social Services, General Assistance, Indian Child Welfare, and Child Care Programs consistent with the established purposes of the Department, and adjusted to meet current needs.

Administer program and grant activities in a timely manner and within budget. Review and analyze budget reports, and prepare and develop budgets and modifications. Prepare and submit required reports to Tribal administration and funding agencies in a timely manner.

Supervise professional, para-professional and support staff, providing training, work assignment and review, performance evaluations and employee discipline, as necessary.

Identify staff training needs and develop workshops or recommend training programs, to enhance the performance of the Social Services staff including development of casework plans, case management and case monitoring.

Establish priorities; participate in program planning; develop recommendations and assist with development and implementation of program objectives, policies, procedures and standards; ensure compliance with laws, regulations, statutes, and policies and changes thereto; monitor and evaluate program effectiveness.

Supervise Indian General Assistance and special assistance programs including burial, emergency, and disaster funds. Responsible for certification of all assistance payments for foster

care, institutional care, group home placement, and adult custodial placements. Coordinate services from other agencies on behalf of clients.

DUTIES AND RESPONSIBILITIES, Continued:

Supervise the Indian Child Welfare Worker in setting up files, documentation and answering all State court/Social Services correspondence in regard to enrollment, intervention, transferring of Indian Child Welfare cases and setting up Indian Child Welfare protocol.

Provide supervision and direction to the Child Care staff members. Ensure the Child Care Facility staff comply with all requirements specified by the State of Nevada for participation in the Child Care Food Program which supplements the nutritional aspects of the Child Care Program.

Report directly to the Tribal Chairman, informing regulation/policy changes or situations that occur for review and/or action. Participate in staff/Tribal Council meetings. Attend continuing education classes, seminars, and other training in order to keep abreast of State and Federal laws and agency policies and procedures.

Recruit, certify, and monitor foster homes, child care facilities and adoptive families. Responsible for child welfare/foster care, group homes, institutional, juvenile delinquency and dependency, and adult custodial placements. Prepare relevant correspondence and case reports according to applicable policies, procedures, laws and regulations.

Provide placement, monitoring and services to children determined to need out-of-home care. Establish face-to-face contact with children after placement to assess condition and when applicable assist them in understanding why they were removed from their caregiver. Interpret placement issues to children, parents and foster parents. Arrange visitations of parents with their children.

Perform child protective services through follow-up of allegations of abuse, neglect and exploitation of children by gathering information from clients, families and others and observing and analyzing the relationships between client and family to determine whether allegations are valid, whether injuries or imminent danger are evident, and whether to place the child in protective custody.

Facilitate regular case staffing and office staff meetings. Lead the Child Protection Team and report changes and progress of cases. Set up the protocol of the Child Protection Team.

Maintain detailed case files in accordance with standards set by the Bureau of Indian Affairs social service program. Maintain accurate and confidential files on all clients, a daily log of activities, and reports as required by the grant, contracts and the Tribal Council.

Accept Tribal Court referrals, conduct welfare checks, and prepare appropriate written reports as requested by the judicial system. Submit court reports in a timely manner, which are thorough, concise, grammatically and factually correct.

Provide ongoing services to a caseload of non-financial clients in such areas of advocacy, parenting, crisis referral, substance abuse, adult/child protective services and referral to other appropriate agencies. Maintain accurate and thorough intake logs.

DUTIES AND RESPONSIBILITIES, Continued:

Adheres to the most rigid and strict rules of confidentiality of all records, materials and communication in compliance with the Federal Privacy and Freedom of Information Act.

May be required to work weekends, evenings and holidays in addition to normal working hours because of emergencies.

Perform other duties or related work in a professional and timely manner as required by the contract or grant scope of work, 25 CFR 20, 66 BIAM, Phoenix Area Manual, Indian Child Welfare Act and applicable Pyramid Lake Tribal Policies and Procedures.

MINIMUM QUALIFICATIONS:

Knowledge of the economic social and educational problems of Native Americans and their communities; methods and techniques of program administration and personnel supervision; principles and methodologies of social case work; Federal, State, local public welfare programs; budget preparation and fiscal management; public relations; community needs and resources; and current social trends and their impact on social services.

Ability to maintain effective internal communications; interpret and properly apply rules, regulations, policies and standards of assistance and services; convey and effectively interpret established program purposes, policy and regulations to the Tribal Council, committees, community members or other service agencies; effectively supervise and train assigned staff; maintain accurate records and prepare professional investigative and performance reports as required; maintain all case information in a strictly professional and confidential manner; maintain good working relationship with the Tribal Council, Tribal Court and other Tribal departments; establish goals and objectives, and follow through on their attainment; provide leadership; determine appropriate course of action in emergency situations; prioritize and coordinate work through others; analyze program effectiveness, financial reports, and staffing requirements.

Must possess First Aid certificate or CPR, or willing to obtain as soon as feasible.

Must have a valid driver's license with good driving record and be insurable under the tribal vehicle insurance policy.

Must favorably pass a thorough background investigation.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's Degree from accredited college or university in Social Work or related field and at least five years work experience in the field of Social Work. Or combination of education and increasingly-responsible experience in social services, eligibility supervision, or program administration. Experience administering BIA contracts or grants and a working knowledge of the Indian Child Welfare Act and Social Services in a Tribal setting.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or, by calling the Human Resources Office at (775) 574-1000, extension 1119/1120. www.plphumanresources.org

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.