



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 02/03/15

Closing Date: 02/17/15

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

- Completed Application
- Bachelor's Degree in Social, Human Service, Behavioral Sciences or related field
- Tribal Identification (*if applicable*)

All requested information must be in 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.*

Position Title: Director

Department: Family & Social Services

Work Schedule: Monday- Friday 8:00AM- 5:00PM (Hours May Vary)

Wage Rate: Pay Range 27: \$28.45-36.30/HR/Non-Overtime Eligible

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.

Approved by TRTC 1/14/13



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION: Family and Social Services Director

WORKSITE: Tule River Indian Reservation
340 North Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION:

The Program Director will be responsible for coordinating and overseeing the day-to-day operation and activities of the Family and Social Services Program. Responsible for the implementation of the Indian Child Welfare Act and Welfare Assistance. Responsible for representing the Tule River Tribe of California at a variety of meetings, conferences and court proceedings.

QUALIFICATIONS:

1. Must have a Bachelor's Degree in social, human service or behavioral sciences or related field.
2. Must submit to a pre-employment drug screen and Background check must be conducted in accordance with PL-101-630, Section 408(a), prior to employment.
3. At least five (5) years experience in the delivery of human services with direct client services.
4. Familiarity with PL-95-608, The Indian Child Welfare Act (ICWA) and Juvenile Court proceedings.
5. Knowledge, experience or special interest in American Indian Culture.
6. Able to provide direct supervision and training to staff members.
7. Strong communication, both verbal and written.
8. Ability to maintain confidentiality.
9. Must have conflict management skills.
10. Must have a valid California Driver's License and be insurable through the Tribe
11. If previously employed within the Tule River Indian Tribe of California entities, you must have acceptable work history.

DUTIES & RESPONSIBILITIES:

1. Plan, organize, direct and manage the functions, operations and services of the Family & Social Services department.
2. Creates and manages department budget and other program resources
3. Responsible for advocating on behalf of Indian families and their children to ensure that the Indian Child Welfare Act is being complied with by the legal system, CPS and other service providers within ICWA court cases.
4. Supervise, direct, motivate, train and evaluate the work of department employees.
5. Provide cross-cultural training to non-Indian organizations.

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6. Responsible complying with TRTC policy and procedures.
 7. Responsible for participation in staff meetings and in-services.
 8. Overnight and/or out of state travel may be required.
 9. Responsible for overseeing Tribal Member assistance and services to eligible needy Tribal Members when their income and resources are insufficient to meet their basic needs.
 10. Responsible for overseeing that general and miscellaneous assistance shall be provided for eligible Native Americans to promote personal and family unity, as well as economic and social stability working toward attainment of self-sufficiency.
 11. Responsible for other duties assigned, required or requested.
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PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to:	Tribal Administrator
Supervises:	Family & Social Services Staff
Hours:	Monday-Friday 8:00AM-5:00PM (Hours May Vary)
Salary Range:	Pay Range 27: \$28.45-36.30/HR Paid Bi-Weekly/ Non-Overtime Eligible
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K Participation.

**PREFERANCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES,
IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT**