



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 04/22/2016

Closing Date: 05/06/2016

Position Title: Director

Department: Tule River Alcoholism Program

Work Schedule: Varies

Wage Rate: Pay Range 47: \$51,814.84 - \$66,326.91 Annually/
Non-Overtime Eligible

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

- Completed Application
- Bachelor's Degree in Psychology, Sociology or related field
- CAADAC and NAADAC Certificates
- CCAPP at CADC-II level or CAADE at CATC-III level Certificates
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration 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:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

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



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: TRAP Director WORKSITE: Tule River Alcoholism Program
1010 N Reservation Rd
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Director will manage and operate the Tule River Alcohol Program in compliance with applicable federal, state, and other grant requirements, as well as with Tule River Tribe by-laws, Tribal laws, ordinances, regulations, and Tule River Tribal Administration policies and procedures. Supervise facility staff and provide programs for clients' recovery.

DUTIES / RESPONSIBILITIES

1. Responsible for in-service / in-take orientations.
2. Maintain a program that will identify the needs of the Indian community.
3. Responsible for overall program development and improvement; including obtaining and maintaining DHCS licensing of the program and CARF accreditation.
4. Assesses and identifies special needs of clients in the area(s) of emotional, physical, and spirituality to provide clients goals.
5. Responsible for the compliance and requirements of reporting as outlined in the OMB Circular.
6. Reviews expenditures to align with budget guidelines. Maintains department program budgets and submits budget and program amendments to the Tribal Administrator and the Chief Financial Officer, as well as the assigned grant representative (as required).
7. Oversees staff to make sure clients files are maintained with written recovery plans and other required client reports.
8. Maintain client records in an accurate format and time.
9. Responsible for the confidentiality of clients and records associated with the program.
10. Provides supervision to direct care staff, support staff, and adjunct providers to ensure progress towards project goals.
11. Responsible for the training and certification of department staff.
12. Works co-operatively with existing alcohol treatment and supportive service agencies.
13. Shall provide after hour and weekend coverage for intake and coordination of services.
14. Establishes and maintains a safe and positive environment within facility.

15. Ability to meet demanding deadlines, prioritizes, and multitasks with minimal supervision.
16. Shall attend meetings held by the TRAP Advisory Committee.
17. Works with outside agencies as needed to represent clients.
18. Review and recommend current program funding sources as well as potential program funding sources to the Tribal Administration and TRAP Advisory Committee.

QUALIFICATIONS

1. Native American Indian descent preferred, or has a thorough knowledge and working experience of diverse Native American cultures and traditional spiritual values.
2. Must have an awareness and sensitivity to Native American Indian customs, traditions, and traditional health.
3. Minimum of a Bachelor's degree in Psychology, Sociology, or related field in conjunction with both CAADAC and NAADAC certifications for the practice of alcoholism and other drug abuse counseling with experience in substance abuse prevention and community organizing.
4. Certified with a specialization in the treatment of alcohol and substance abuse; Certified by CCAPP at a minimum CADC-II level or CAADE at CATC-III.
5. Minimum of 4 years high-level management experience in substance abuse and / or mental health programs.
6. Must have supervisory or administrative experience.
7. Must have effective verbal and writing skills.
8. Experience with project management, organizational development, and building collaborative relationships is highly desired.
9. Must possess a valid California Driver License and be insurable by the Tribe's Insurance.
10. Must successfully complete a pre-employment alcohol/drug screen.
11. Must successfully complete an extensive background check in accordance with PI 101-630, section 408 prior to employment.
12. Must have knowledge of Federal & State Laws pertaining to substance abuse.

KNOWLEDGE SKILLS & ABILITIES

1. Knowledge of grants and funding sources.
2. Knowledge of residential and rural alcohol/substance abuse program.
3. Knowledge of Indian Health Service (IHS) relating to alcohol/substance abuse programs.
4. Knowledge of the code of ethics established by the IHS Service Manual, with emphasis on Chapter 18 of the IHS Service Manual and any addendums or equivalent.
5. Knowledge of the Indian Self-Determination and Education Assistance Act.
6. Knowledge of legal terminology, procedures, and documents used in court cases.
7. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
8. Basic computer skills to include Internet, Word, Outlook, and Excel.

9. Ability to write routine reports and correspondence.
10. Ability to write grants and obtain alternative funding.
11. Ability to speak effectively before groups of customers or employees of organization.
12. Ability to prepare, and monitor a department budget.
13. Ability to carry out instructions furnished in written, oral, or diagram form.
14. Ability to deal with problems involving several concrete variables in standardized situations.
15. Ability to oversee and provide outpatient, outreach, preventative, and follow-up services; as well as substance abuse education in the community, and provide youth substance abuse services.
16. Ability to work well with others.

WORKING CONDITIONS:

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, but may have to travel in case management, court proceedings, program activities, and functions related to the program. This position may be exposed to outdoor elements such as weather, outdoor functions/activities, elevation, and various terrains. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 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:	Assigned Staff
Salary Range:	Range 47: \$51,814.48- \$66,326.91/annually/ paid bi-weekly / Non-Overtime eligible
Working Hours:	Normally Monday – Friday 8:00AM – 5:00PM / Varied hours and weekends / travel may be required
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K participation.

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