

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Social Service Division Manager

EXEMPT: Yes

TARGET SALARY: \$18.39 to 21.69/DOQ

PROGRAM: Social Service Division

REPORTS TO: General Manager

JOB CODE: 2-M T3

SHIFT: 8:00 to 5:00

LOCATION: Building 5

INTRODUCTION: While the General Manager may assign the incumbent specific functional responsibilities, the primary role of a division manager role is to facilitate tribal success. This assumes that the incumbent anticipate how actions will affect the tribe as a whole, subordinate the interests of assigned functional areas to that the tribe as a whole and fully cooperate with other tribal employees in the development strategies and plans to achieve the tribe's goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Assess community needs, and develop and deliver effective social services to tribal members consistent with tribal values and traditions.

Develop, recommend, implement, and update a comprehensive social service plan that identifies community needs, establishes service delivery priorities, and defines funding opportunities and sources; develop and recommend effective long-term and short-term strategies to address community such requirements, including programs, budgets and appropriate levels and roles of volunteer community involvement in the delivery of such services.

Provide for effective social services that addresses the needs of the Makah Tribal members within a framework consistent with tribal traditions and values; define current and projected tribal needs; assess needs and funding availability; recommend service priorities; establish and maintain an effective tribal intervention capability with an emphasis on youth and family services; identify "at risk" tribal members; establish and maintain effective casework capability to address the needs of "at risk" tribal members; assure active response and follow-up on individual plans.

Assure all assigned tribal employees obtain and maintain such licenses and certificates required to effectively deliver services and/or qualify for funding from non-tribal sources; assure terms of grants and contracts are adhered to; when grants and contracts are in conflict with Makah Tribal Council policy and

resolutions, recommend appropriate action to the Makah Tribal Council and follow-up on their decisions as directed.

Supervises and may provide counseling and casework service for beneficiaries.

Provides case consultation to medical providers and other ancillary staff.

Coordinates services with other clinic and health programs to maximize care and services for clients.

Defines current and projected tribal needs, assess needs and funding availability. Recommend services priorities.

Seeks funding through tribal, state, federal and non governmental sources i.e., apply for applicable grants and program funding.

Develops and maintain cooperative relationships with all agencies and community organizations that are relevant to our mission and goals.

Prepares and maintains records covering casework, research, program development, statistical information, for use in program strategic planning and evaluation.

Work with law and order and the judicial system in ensuring tribal law and policy are being effectively conducted.

Work with a variety of disciplines, contract health, state child welfare, and clinic providers etc. to integrate health & social services into the total program.

Participates in collaborative research and evaluation of social work programs with the state, tribal, and/or national organizations.

Establishes training for new staff and current employees.

SUPERVISORY RESPONSIBILITIES:

Directly supervises up to 10 employees in the Social Service Division i.e., Family Services, USDA, Senior Citizens, Chemical Dependency, and Youth Prevention . Carries out supervisory responsibilities in accordance with organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

A Master of Social Work Degree from an accredited school with preference given to licensure in clinical social work.

Experience in development of continuity of a social services/medical social work component, which includes: medical terminology, medical social assessments, and consultations.

Progress responsible administrative/management work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of this position.

Minimum of three years of supervisory experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, community members, and the public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such discounts, interest, commissions, and proportions, and percentages, area, circumference, and volume.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal/GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES:

Knowledge of state and federal guidelines for social programs, and best practice techniques.

Knowledge of supervisory practices; community organization/development principles and processes.

Knowledge of social problems experienced by American Indians and Alaska Natives. Knowledge of culturally relevant customs and techniques.

Ability to provide mature judgment in evaluating specific situations and recommending solutions to management problems.

Ability to establish and maintain effective working relations with clients, peers, public and private agencies, tribal members, and the general public

Knowledge of function and operations of the activity services and higher management directives.

Knowledge of work processing and spread sheet computer application, and budget development.

Ability to effectively present information and respond to questions from groups of managers, clients, community members, and the public.

Skill in writing reports, plans grants, proposals, program justifications, etc..

Ability to communicate professionally over the telephone and in person in a positive and clear manner.

Ability to utilize the maximum degree of professionalism and diplomacy with those who may be experiencing a high degree of stress both mentally and or physically.

Ability to be flexible in order to perform at the highest level as a team player.

Ability to work independently with minimal supervision, and able to prioritize assignments.

Ability to maintain confidentiality within the program staff at the highest level.

Ability to work extended hours as needed.

Develop, recommend, implement a social service strategic plan that budgets and identifies community needs.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS:

The work is mostly sedentary with some walking, climbing of stairs, carrying of files, or other documents and light supplies, bending and stopping to perform filing.

WORKING CONDITIONS:

The work involves the usual risk of stress of an office environment relating to social programs. The employee could occasionally be subjected to verbal abuse, threats, and physical violence from angry, hostile or disgruntled clients.

ACKNOWLEDGEMENT:

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Personnel Office
P.O. Box 115, Bldg 150 Rm #7
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: mtcpersonnel@centurytel.net

OPEN: May 7, 2008
CLOSE: June 3, 2008

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.