

Pit River Tribal Office

36970 Park Ave
Burney, CA 96013

www.pitrivertribe.org



Human Resources Dept.

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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Position Description

Title: Social Services Manager
Department: Social Services
Reports To: Tribal Administrator
Classification: Exempt Fulltime
Pay: \$65,000 - \$85,000 DOE

Job Summary:

The Social Services Manager plays a pivotal role in the pursuit, implementation, and management of social services programs funded by Federal, State, local, and private entities. This role ensures continuity and consistency throughout the Tribe's social services programs as well as compliance with the Funder's requirements and contract obligations. The Social Services Manager is headquartered in the Administration Building under the supervision of the Tribal Administrator but often works in managing, evaluating and advocating for social services programs throughout the four-county area. The Social Services Manager has technical compliance oversight with grants and contracts which the Tribe has highly regulated contractual obligation. The position will work proactively with Grants Manager/CFO/ Finance Coordinator/Directors and Coordinators and Finance staff during the lifecycle of funded programs. The Social Services Manager will be responsible for familiarizing themselves and assist clients with the specific needs, assessments, referrals and quality assurance.

Essential Duties and Responsibilities:

- Designs, implements, and maintains a comprehensive social services program
- Provides leadership and policy direction in the administration of the program by assessing and evaluating the quality of services provided.
- Develops and ensures program policy, procedures, and standards are maintained.
- Responsible for compilation of program's annual reports, operating budget, preparation of all monthly fiscal reports, and participation in the organization's overall budget process.
- Determines goals and activities by analyzing all issues and information and assessing the impact of proposed policy on the provision of services to consumers and staff by ensuring that practices are formulated and administered.
- Develops cooperative relationships with other involved agencies.
- Maintains working knowledge of vocational rehabilitation services and other casework best practices
- Writes maintains, and monitors contracts, letters of authorization, service agreements, and work experience agreements.
- Provides representation of Programs at federal, Tribal, local, state, and regional levels.
- Meets and negotiates with State of California Department of Human Resources and other county, state and federal programs to advocate for Tribal program needs.
- Provides information and advocates to Tribal Council.

- Maintains Federal, State and Tribal laws.
- Mediates Social Services consumer complaints or appeals.
- Maintains knowledge of program's caseload.
- Responsible for overall outcome of client services.
- Attends State and Federal trainings pertaining to both VR and other social services programs.
- Maintains correspondence with both internal and external agencies.
- Directs, reviews, and approves the program's fiscal year budget requests by determining priorities among requests from staff and the needs of the program's work activities and consumers.
- Participates in Client, Department Meetings.
- Develops contacts in the employment and vocational field for employment and work experience opportunities.

Licenses:

Must possess a current and valid California Driver's License with a record acceptable to the PRT Policy and insurance carrier

Education and Experience:

- Experience in the hiring, training, promoting, assigning, disciplining and discharging of employees are in accordance with Tribal Law, including without limitation, the Tribal Employment Rights Ordinance (TERO).
- Experience as a mentor for Tribal career development.
- Experience in leading multiple staff among various social services programs.
- Four years of college coursework in business, accounting, finance, public administration, or related fields of study. Bachelor's Degree preferred.
- Four years of related professional experience in social services and/or administrative experience.
- Experience and success with Federal grant management/reporting requirements.
- Experience and success in program and project development required.
- Requires demonstrated knowledge of Tribal purposes, organizations, policies and procedures.
- Requires the ability to ensure that all services are delivered in a culturally competent manner.
- Working knowledge of all MS Office applications.
- Must have good written and oral communication.
- Must have excellent networking and interpersonal skills.
- Must have computer skills.
- Requires excellent case management skills.
- Requires demonstrated human relations and counseling skills.
- Requires an ability to maintain and protect confidentiality.
- Knowledge of the tribal dynamics of interpersonal relationships; knowledge of a broad range of community based programs, operations, and standards of practice.
- Ability to communicate effectively both verbally and in writing; plan, organize and prioritize tasks
- Must have conflict resolution skills
- Must have independent decision making skills.
- Must have the ability to perform multiple tasks in a fast-paced and stressful environment.
- Knowledge of and sensitivity to Native American culture required.

Working Conditions:

Work is primarily performed on-site however requires travel across the four-county area.

Working Environment:

The environment involves the usual risks and stress of an office environment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice

Indian Preference: Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Other related duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

All candidates: Please submit PRT Application, resume, cover letter and 3 professional references for verification of past employment history.

Contact:

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