ALEXANDRO URENA
TRIBAL TREASURER

JOLIE GEORGE
RECORDING SECRETARY

ANDREW MIKE
SARGEANT AT ARMS

YATCH BAMFORD
TRIBAL CHAIRPERSON

ANTONIO MENDOZA
TRIBAL VICE-CHAIRPERSON

ANIKA GARZA
TRIBAL SECRETARY

36970 PARK AVE BURNEY CA 96013 PHONE 530-335-5421

Position Description

Title: Social Services Coordinator
Department: Social Services
Reports To: TVR Director/Social Services Manager
Classification: Fulltime
Pay: $27 - $35 Hourly

Job Summary:
The Social Services Coordinator is responsible for the overall coordination, development, and management of social service programs funded through grants and other funding sources. This position oversees grant compliance, program development, budgeting, reporting, and staff supervision while ensuring services effectively meet the needs of tribal members. The coordinator serves as a key liaison between the organization, funding agencies, community partners, and Tribal Council.

Essential Duties and Responsibilities:

Grant & Financial Management
- Manage multiple grants simultaneously, ensuring compliance with all funding requirements
- Assist with and/or lead the writing, submission, and administration of grant applications
- Develop and manage grant budgets and monitor expenditures
- Maintain accurate financial records for all grant-funded programs
- Prepare and submit required grant reports in a timely manner
- Communicate regularly with granting agencies regarding compliance, reporting, and funding updates

Program Development & Oversight
- Develop, implement, and evaluate social service programs based on community needs
- Create applications, intake forms, and supporting documentation for various programs
- Develop and maintain program policies, procedures, and guidelines
- Monitor program performance and outcomes and recommend improvements
- Ensure programs align with grant objectives, tribal priorities, and applicable regulations

Administration & Leadership
- Manage the Social Services Department, including staff supervision and training
- Provide leadership, guidance, and professional development for staff
- Develop departmental work plans, timelines, and goals
- Resolve issues, concerns, or complaints from tribal members related to social services
- Ensure confidentiality and ethical standards are upheld

Collaboration & Community Relations

- Work collaboratively with internal departments, tribal leadership, and external organizations
- Build partnerships with community agencies to enhance services for individuals and families in need
- Serve as a representative of the department in meetings, coalitions, and community events

Reporting & Council Communication

- Prepare reports and presentations for Tribal Council and leadership
- Provide updates on grant status, program outcomes, and financial summaries
- Respond to Council inquiries related to social service programs and funding

Qualifications:

Required:

- Experience managing grants and grant-funded programs
- Experience with budgeting, financial tracking, and reporting
- Strong organizational and time-management skills
- Ability to manage multiple programs and deadlines simultaneously
- Excellent written and verbal communication skills
- Valid CA Driver's License

Preferred:

- Bachelor's degree in related field plus (1) year of experience in social services OR three (3) years experience in social services or a closely related field.
- Experience working in tribal government or with tribal communities
- Supervisory or department management experience
- Grant writing experience with federal, state, or private funding sources

Skills & Competencies

- Strong leadership and staff management skills
- Knowledge of grant compliance and reporting requirements
- Ability to develop policies, procedures, and program documentation
- Problem-solving and conflict resolution skills
- Cultural sensitivity and commitment to serving tribal members
- Proficiency with financial tracking systems and reporting tools

Working Conditions/Environment

- Primarily office-based with some community meetings
- May require flexible hours to meet reporting deadlines or attend meetings

Indian Preference: Preference will be given to qualified Native Americans 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 judgement 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.