



HOH INDIAN TRIBE

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Position Description

Job Title	Family Services Manager
Department	Social Services
Reports To	Executive Director
Status	Permanent / Full Time
Salary Range	DOQ
Location	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

Summary

This position oversees all aspects of the Tribe's Social and Community Services Department. These programs include Indian child welfare, family support services, economic services, temporary housing, chemical dependency prevention and counseling, mental health programs and counseling, employment and educational assistance, cultural programs, children's after school program, youth and teen development, and the elder nutrition and assistance program. The Director provides policy direction guidance and shapes the Department's overall goals and objectives to ensure that the Tribe is meeting the priorities of the Tribal Council serving the Tribal Citizens and is well positioned for future changes.

Duties and Responsibilities The duties of this position include, but are not limited to:

- Directs and manages all programs within the Social and Community Services Department to insure effective implementation of prescribed functions, services, activities. Plans and develops methods and procedures for program implementation.
- Supervises personnel within the Department; responsible for coaching, training, evaluating, disciplining and recommending termination of SCS staff per established policies. Reviews reports of subordinates to ensure program objectives and goals are being met.
- Facilitates meetings and coordinates efforts with others to identify and develop goals and objectives for the Social and Community Service Department, taking in to account Tribal human service needs not presently addressed in the community.
- Directs and coordinates updates and reports on baseline measures, oversees and develops annual work plan and Department budget process, and provides accurate data regarding program/department needs to Committees and the Tribal Council.

- Develops and manages annual department budgets.
- Seeks out additional federal, state and private funding to sustain and improve programs and/or projects.
- Oversees, develops and maintains grant proposals and awards to help insure program goals are met by gaining outside financial resources and financial support to expand and improve programs.
- Maintain statistical data and case records to meet the established requirements for funding agencies.
- Assures that Tribal Citizens and their families receive assistance to obtain necessary social services.
- Serves as Tribal representative at local, county, state, regional, community and national meetings and conferences that address Indian health, social and cultural services issues.
- Acts as liaison with other Tribes to generate new ideas and establish working relationships that will benefit the Social and Community Service programs internally.
- Performs other related duties as required/assigned.

Skills and Specifications

- Must adhere to the personnel policies and drug and alcohol polices.
- Cultural competency; knowledge or experience with Indian culture and communities. Ability to manage client relationships with respect to Tribal culture and traditions.
- Strong written, verbal and interpersonal communication skills. Ability to effectively and positively communicate with diverse groups and individuals in a variety of situations, including other state, federal, and local service agencies and governments
- Proficient Microsoft Office Suite skills.
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check

Education and Qualifications

- Associates Degree in Social Science or related discipline.
- Minimum of eight years' experience in social services field.
- Any equivalent combination of education and experience.
- Previous management experience that includes staff supervision, budget and program management, grant administration, grant writing and procurement of funds.
- Must obtain or have a Valid Washington State Driver's License

This position is covered by the provisions of the Crime Control Act of 1990, Subchapter V - Child Care Worker Employee Background Checks (42 U.S.C. 13041) and the Indian Child Protection and Family Violence Prevention Act of 1990 (25 U.S.C. 3201-3210). As such, each applicant will be required, as a pre-condition to employment, to submit to a 5-year criminal history background check, including fingerprinting.

There will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization (43 CFR 17.3). If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives (Title 25 USC). Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply.