



POSITION DESCRIPTION

Job Title: Community Services Director
Reports To: Tribal Administrative Officer
Supervises: Youth Wellness & Community Services Coordinator,
Education and Childcare Assistant II, Elder Driver,
Advocacy Services Staff
Classification: Salaried
Anticipated Starting Salary: \$78,379 - \$90,0000 per year

Position Summary

Responsible for the overall leadership and management of the Education, Childcare, and Community Services programs. The Director will be accountable for policy development, policy revision, meet with community members, and work with community issues relevant to them. Additionally, the Director will oversee program development, grant reporting, budget development/reporting/monitoring. Establishes and maintains relationships with outside agencies.

Specific Responsibilities

- Provides overall leadership, strategic planning, and management for program staff.
- Formulate budgets in compliance with established goals.
- Supervises and evaluates employee performance.
- Monitors and assess programs for results, objectives, and program needs.
- Working with the Grant Manager, develops and administers grants and/or contract with staff, federal, state and private agencies.
- Prepares and submits quarterly and annual program reports.
- Oversees negotiations with Tribal Social Worker and formalizes agreements between child welfare, local, State, and Tribal agencies as authorized by the Tribal Council.
- Attends and participates in meetings and training with State, Federal, local, Tribal, community-based, and private agencies.
- Conducts and participates in conferences/seminars related to funding sources.
- Establishes and monitors compliance with program policies, procedures, goals, and objectives.
- Ensures the cooperation and collaboration of all community services programs to assure that the highest level of services is provided.
- Meets with community members to answer questions and listen to community concerns.
- Conducts community forums and informational meetings as necessary and requested by the Tribal Administrative Officer and/or Tribal Council
- In collaboration with the Grant Manager ensures grant compliance with proper financial fiscal management of grants.

- On-Call: 24/7 reachable by cell phone and ability to respond in-person to a crisis situation within a reasonable amount of time.
- All other duties as assigned.

Minimum Qualifications

These entry qualifications would normally be obtained through a completed Master's degree program (or its equivalent) in Social Work, Education, or a related field, combined with at least five years of related work experience:

- Five years of supervisory experience including ability to organize, prioritize, and evaluate work, as well as supervise, motivate, and direct the work of technical and administrative staff.
- Demonstrated experience in managing multiple programs and budgets.
- Demonstrated experience in creating, implementing, and assessing social service, education, and/or child care programs.
- Demonstrated ability to effectively work independently and as part of a team in a diverse work place with people of varying cultures and backgrounds.
- Ability to maintain high level of privacy and confidentiality of individuals and families.
- Ability to make sound decisions in a manner consistent with essential job functions.
- Thorough knowledge of English grammar, spelling, and punctuation and ability to clearly communicate orally and in writing.
- Demonstrated evidence of maturity, dependability, judgment and empathy.
- Must possess the ability to operate general office equipment, including but not limited to: telephone, computer and operating systems, computer software programs (Microsoft Office and Google Suite programs), fax/copier machine.

Preferred Qualifications

- Licensed Specialist Clinical Social Worker (LSCSW).
- Eight years of Social Work or equivalent level of education and experience.
- Eight (8) years of supervisory experience.
- Demonstrated knowledge of ICWA as well as various Federal and State grants.
- Demonstrated understanding of student needs for K-12 and/or higher education.

Additional Information

- While performing the duties of this job, the employee is regularly required to have full range of mobility in upper and lower body; be able to reach overhead; be able to work in various positions, including stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time; be able to lift, pull and push materials and equipment to complete assigned job tasks; and be able to frequently lift 20 pounds of weight throughout the assigned workday.
- In this position, the incumbent may have daily vicarious exposure to other's physical and emotional trauma experiences which can have severe and lasting effects on workers.
- May enter an unsafe (sanitary and structural concerns) environment while performing job duties. Unsafe conditions such as verbal and potential physical conflicts are not allowed without Law Enforcement back up.

- May encounter abrasive, unpredictable and violent people.
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by tribe of affiliation or other acceptable documentation of Indian heritage.
- Must be eligible for coverage under the Tribe's vehicle insurance policy.
- Must possess a valid driver's license and be willing to travel locally, regionally, statewide, and/or out of state, as necessary, during or after regular working hours.
- All offers of employment are contingent upon:
 - Successful completion of background and reference checks
 - Passing a pre-employment physical

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Mechoopda Tribe of Chico Rancheria reserves the right to revise this job description at any time. The job description is not to be construed as a contract for employment.