

**KICKAPOO TRIBE IN KANSAS
JOB DESCRIPTION**

POSITION: Tribal Child Support Enforcement Program Director

**DEPARTMENT/
LOCATION:** Kickapoo Judicial Center

SUPERVISOR: Chief Executive Officer / Chief Judge

SALARY: Commensurate to experience

DESCRIPTION OF WORK:

General Definition: Responsible for all aspects of the Tribal IV-D Planning Project and resulting comprehensive child support program, including hiring and supervision of staff, supervision of the budget and program requirements to ensure Tribal and Federal regulations are met. Director will also act as liaison with Tribal, State and Federal agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drafts child support enforcement law, which creates the program, for Tribal Council approval;
- Develops and drafts policy, procedures and protocol to conform to tribal and federal codes and regulations;
- Assures the Program Development Plan (PDP) tasks are carried out and completed in compliance with the PDP timeline and federal regulations;
- Assures all Tribal policies and procedures are adhered to;
- Effectively recommends program enhancements;
- Meets with tribal, state and federal agencies and is responsible for coordination of meetings;
- Prepares and presents monthly program status reports to supervising authorities;
- Prepare, administer and maintains all program budgets;
- Directly supervises support personnel;
- Assists in interviewing and hiring child support staff; as well as coaching and/or training child support staff;
- Plans, assigns and directs work;
- Appraises performance, rewards, recognizes and counsels child support personnel;
- Addresses complaints and resolves problems involving child support;
- Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

- Bachelors Degree in Business Administration, Social Sciences or Criminal Justice with a minimum of 3 years related experience/training; or Associates degree with a minimum of 5 years related experience/training
- Knowledge of child support enforcement and legal report writing techniques, legal terminology; courtroom procedures and protocol for tribal, state and/or federal courts;
- Must be familiar with tribal, state and federal child support regulation;
- Must have above average math skills;
- Must be able to work with confidential materials;
- Ability to maintain accurate and complete confidential records;
- Must be able to attend offsite training/meetings;
- Skill in managing staff and complex internal relationships; maintaining open communication and effective working relationships;
- Ability to work effectively with community leaders, lawyers, employers and clients;
- Knowledge of word processing, spreadsheets and database software;
- Proficiency in computerized record keeping and reporting;
- Ability to communicate effectively verbally and in writing,
- Ability to diffuse tense situation and remain impartial.

LICENSES AND CERTIFICATES:

- Valid drivers license.
- Valid vehicle insurance.
- Must be a certified Notary Public or be able to obtain certification within 3 months of hire
- Must be able to pass drug test and maintain drug free environment.

Drug-free Workplace Policy:

The Kickapoo Tribe in Kansas is committed to a drug-free work environment and requires all employees to participate in an employee drug-testing program as a condition of employment.

Indian Preference Policy:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applications in the absence of qualified Indian Preference eligible.

Privacy Act:

The Tribal Child Support Enforcement Program Director must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USC 552a) (i) (1).

TCSP Director job description
Revised 5-5/10.

Employee signature

Date