

KICKAPOO TRIBE IN KANSAS JOB DESCRIPTION

Position Title: Social Services Director

Position: Salary / Exempt

Location: Social Services Department

Supervisor: Chief Executive Officer

POSITION SUMMARY:

This position will plan, implement and direct the activities and functions of the Social Service Department.

DUTIES AND RESPONSIBILITIES:

- Individual is responsible for the administration of the day-to-day operations and activities of this department.
- The Director currently monitors and manages five program grants. The social service programs include limited transportation assistance, crisis intervention and emergency assistance to Native American children and families and other Native American families living on or near the Kickapoo reservation in Kansas.
- This individual is responsible for the training and evaluation of all Social Service employees, volunteers and interns.
- Duties include assessment and evaluation of intake information to determine eligibility of services. The referral of clients to outside resources will follow-up as necessary.
- This position will work independently and with the Grants and Contracts Developmental Office to secure appropriate funding for social services programs.
- This position has the responsibility to monitor the maintenance and development of social service programs such as the State and Federal ICW, Family Preservation, Family Violence and Social Service Programs according to established guidelines.

QUALIFICATIONS:

- Must be a Licensed Bachelor Social Worker (LBSW). A Licensed Master Social Worker (LMSW) is preferred.
- Individual must be computer literate and be able to track multiple budgets and sundry contracts.

- Must have experience in administering social service programs. Must analyze statistical data, prepare and manage budgets, review grants, complete reports to funding sources and Tribal officials as needed.
- This position will provide backup for the Indian Child Welfare worker when needed.
- The successful candidate must pass a background check for felony convictions.
- Individual must have a clean driving record and be insurable with the tribal insurance. Individual must obtain a MVR (Motor Vehicle Report) before starting employment.
- Individual must possess the ability to work under stressful conditions.

PRIVACY ACT:

The Social Service Director must comply with all requirements and provisions of subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USC 552a) (i) (l).

DRUG-FREE WORKPLACE POLICY:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo tribe in Kansas.

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.

Job description: Social Services Director

Employee Signature

Date

Revised 4/28/2008