



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

**Position:** Family and Children Services Director

**Department:** Family and Children Services

**Employment Status:** Regular, Exempt

**Class:** Full-Time

**Location:** Bartlesville, OK / Caney, KS

**Immediate Supervisor:** Tribal Operations Manager

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### **GENERAL DESCRIPTION:**

The Department Director provides oversight, supervision, direction of planning and coordination of the program budget, goals & objectives, and staffing. Monitors and assists with the overall implementation of policies and procedures for support of professional staff. Oversight in maintaining compliance related to Tribal, Federal, and State laws, policies, procedures, and regulations. Works as required with child and family agencies, applicable law enforcement and court systems at Tribal, Federal, and State levels.

### **QUALIFICATIONS:**

Master's Degree preferred. Minimum of Bachelor's Degree in Social Work, Sociology, or Psychology or related field. A degree in Business Administration with management emphasis may substitute at the discretion of Tribal Operations Director. Prefer three (3) years' experience in social services work in public or private sector.

Must have comprehension and understanding of grants, grant reporting, budgets, budget reporting, community/social services program operation, planning, and direction.

Must have a minimum of one (1) year experience managing or supervising subordinate staff.

Must have comprehension and understanding of the basic principles of Child Support Enforcement, Indian Child Welfare, Domestic Violence Intervention, and civil court proceedings.

Must have a minimum of one (1) year experience working in child support enforcement or child welfare case management.

Must show literacy, proficiency, and experience in the use of Microsoft Office suite of programs including Outlook. Must possess excellent oral and written communication skills. Must be able to maintain a working relationship with program staff, contract consultants, and court judges & clerks.

Must be able to pass a background check (no felony convictions or misdemeanor convictions for offenses relating to children).

Must be able to pass an employment drug screen test.

Must possess a valid driver's license and be insurable.

#### **DUTIES AND RESPONSIBILITIES;**

Directly works with Tribal Operations Manager and Chief Financial Officer in submitting reports to Tribal, Federal, and State officials. Organize and coordinate all aspects of day-to-day operations of department programs.

Develop operating budgets for department programs. Work with Human Resources department to hire appropriate staff.

Maintain proficiency in all tribal codes, policies, and procedures plus all federal regulations related to department programs. Adhere to all policies and procedures in identifying client needs and directing case management services.

Responsible for all programmatic reports to applicable federal and state agencies, the Tribal Manager and Tribal Chief Financial Officer, and the Tribal Council as required.

Act as a liaison between Indian families and various service provider agencies.

Professionally represent the department and attend various community meetings and events to promote the goals and market the services of the department.

Conduct analysis of services provided by various organizations and agencies. Make recommendations and suggestions of new and alternative methods for improving client benefits to the Delaware Tribe senior management and Tribal Council.

Prepare all applications for grants and contracts that provide funding for department programs from various federal, state, tribal, or private agencies. Work with staff, senior management, and Tribal Council to submit all applications.

Coordinate with Chief Financial Officer to provide grants and contracts compliance with appropriate agencies.

Other duties as assigned by the Tribal Operations Manager or Tribal Council related to program aspects of the Department of Family & Children Services and or Tribal Administration.