

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Social & Family Services Director

Department: Social & Family Services

Salary: Negotiable

Full Time: 40Hrs/Week

Exempt: Exempt

Supervisor: Tribal Operations Manager

Posting Date: In-House

Opens: August 2, 2021

Closes: August 27, 2021, at 4:30 pm

Posting Date: **Public**

Opens: **September 27, 2021**

Closes: **OPEN UNTIL FILLED**



Application Requirements:

- **Must submit a complete Bad River Tribal Application, Resume, and Cover Letter**
- **College Transcripts**
- **3 Letters of Recommendation**
- **Writing Sample of grant writing such as a Narrative or other Human Services related work.**

Summary: The Social & Family Services (SFS) Director provides leadership and direction within the department and Tribal organization. This position also provides testimony on a Federal and State level regarding the needs of the Tribe concerning social issues and barriers affecting the Tribal community such as child welfare, homelessness, drug addiction/alcoholism, childcare, skill readiness. The SFS organizational chart has 5 units identified not including programs such as Warming Shelter & Food Shelf – the SFS Director is responsible to maintain the organizational flow of the department.

Essential Duties and Responsibilities include the following:

- The Social & Family Service Director is responsible for maintaining the organizational management throughout the department and supervision of Department Management.
- Apply the SFS Policy Manual, Vision, 7 Anishinaabe Values, as well as the Tribal Employee Handbook including any Employment laws in the workplace.
- Ensuring that all Federal/State/Tribal regulations are in place and upheld in the program implementation across all units.
- Maintain compliance for all Target Case Management (TCM) certifications that include conducting case reviews for child welfare, monitor case files for compliance; Title IV E agreement is maintained, and compliance is monitored with Abinoojiiyag Resource Center (ARC) Program Manager.
- Each unit has specific programs and rules in which the SFS Director will ensure compliance.
- Knowledge of grant writing, submitting reports to funding agencies
- Developing and revising policies and procedures for the department and each unit.
- Attend pertinent meetings that directly impact SFS programs such as Federal, State, and Tribal meetings.
- Conduct regular Managers and monthly all-staff Department meetings.
- Assist in SFS Department-sponsored events.
- Must have leadership skills to implement the SFS department vision and Tribal Strategic Plan.

- Must be able to coordinate large projects and motivate others.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- Bachelor's degree in Social Work or a related field is required.
- Master's Degree in Social Work is preferred, but not required.
- Experience working in Indian Country or impoverished communities is required.
- Must possess knowledge of Federal and State laws, including regulations and guidelines which govern Social Service programs.

Other Skills and Abilities:

Required:

- This is a required driver position.
- This position requires the individual to have a minimum of 3 years of experience in supervising staff and managing governmental programs successfully.
- Must be able to utilize a computer and various computer programs for reporting purposes, virtual meetings, and payroll.

Background Check:

- This position is contingent on the required ability to pass a Caregiver background check as a Child Protection Service requirement for the Social Services Department.
- This position requires a driver check, to meet eligibility for Tribal insurance.

Language Skills:

- This position requires you to have excellent written and oral skills.
- Must be able to demonstrate excellent writing skills, grant writing, memos, emails, and letters of correspondence will be a responsibility of the SFS Director.
- Oral skills such as public speaking, presentations; one on one with community members, staff, and/or clients.
- This position will be expected to implement the Ojibwe language within the department and support revitalization projects for the Ojibwe language for the community.
- Must have experience organizing community events with cultural emphasis and other non-cultural activities for the community.
- Must be able to create a network of stakeholders to collaborate on program initiatives that can include a Memorandum of Agreements or Memorandum of Understanding.

Reasoning Ability:

The candidate applying for this position must have experience and demonstrate reasoning ability when working with staff, clients, and the community. Problem-solving skills including deductive reasoning. This job is working with poverty programs and an impoverished community the candidate must be able to quickly address issues that will be short-term and a plan to develop long-range goals.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting to 25 pounds and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov