

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Social and Family Services Assistant Director

Department: Social and Family Services

Hourly Rate: \$49,000-\$52,000(DOQ) **Full Time:** 40Hrs/Week

Exempt: Yes/Salaried

Supervisor: Social and Family Services Director

Posting Date: _____ **Public**

Opens: November 18, 2021

Closes: Open Until Filled



Application Requirements:

- Must submit complete Bad River Tribal Application, Resume, and Cover Letter
 - Transcripts
 - 3 letters of recommendation
 - Writing sample of a grant narrative, letter, memo, etc.
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Summary: The Social & Family Services (SFS) Assistant Director will assist the SFS Director conducting supervision over staff; support to management on personnel issues; available to oversee purchase orders and vouchers in the absence of the Director; assist with in house training, etc. Attend management meetings, assist in grant maintenance including reviewing reports and budgets. This position will also assist with Time Management systems, data collection and maintenance, and possibly grant writing. Grants will be assigned to this position to oversee, and conduct required reporting.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- The Social & Family Service Assistant Director is responsible for personnel issues within the department including maintenance of job descriptions, performance evaluations, and TMS system.
- Apply the SFS Policy Manual, Vision, 7 Anishinaabe Values, as well as the Tribal Employee Handbook including any Employment laws in the workplace.
- Assist with implementing Federal/State/Tribal regulations in program implementation across all units.
- Provide oversight to assigned grants that will include expenditures and required reporting.
- This position will be responsible for implementing the Tribal Crisis project.
- Implementing policies and procedures for the department and each unit.
- Attend pertinent meetings that directly impact SFS programs such as Federal, State, and Tribal meetings in the absence of the SFS Director.
- Attend regular Managers and monthly all-staff Department meetings and any other meetings regarding special projects.
- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- Associate Degree in Human Services with 5 years' experience is required.
- Experience working in Indian countries or impoverished communities is required.
- Must possess knowledge of Federal and State laws, including regulations and guidelines which govern Social Service programs.
- Master's or bachelor's degree in social work is preferred, but not required.

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 is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or 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:

- 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 up to 25lbs 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 and Resume 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