




KLETSEL DEHE WINTUN NATION - JOB DESCRIPTION
Social Services Director

**Position open
 Until filled**

Job Title:	Social Services Director	Job Code	N/A
Department: 	Social Services Department	Work Location(s)	Kletsel Dehe Wintun Nation Tribal Offices in Williams CA, 95987 – Court/Field Travel.
Reports To:	Tribal Administrator	FLSA Status	Exempt
Starting Salary	\$60-75k Annually FTE + Benefits – Health/Vision Insurance		

POSITION SUMMARY:

The Social Services Manager is responsible for planning, directing, and administering all social service programs provided by the Nation. This includes organizing and monitoring department operations, services, and staff, as well as managing community relations. The Manager actively participates in the overall planning, development, and implementation of the Nation’s short and long-term goals related to the social service needs of the Tribal community.

DUTIES AND RESPONSIBILITIES:

- Ensure compliance with the Indian Child Welfare Act by working with Native American families, children, legal system, other social workers, and service providers.
- Provide appropriate referrals and support to families in crisis.
- Develop case plans and refer culturally appropriate services to prevent the break-up of Native American families.
- Completes and submits federal funding reports, advocates on behalf of Nation with BIA and state and federal agencies.
- Prepare professional written case plans, summaries, updates, and correspondence.
- Coordinate with law enforcement for the safe placement of children when maltreatment is reported and removal is necessary.
- Assists in evaluating client applications for various department services and determines eligibility as needed.

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- Coordinate the Child Protective Team and other child welfare systems.
- Collaborate with other departments, providers, and monitor case progress toward reunification in accordance with federal timelines.
- Establish and maintain a foster care program, including licensing, recruitment, and training of foster parents.
- Arrange appropriate relative placements in accordance with Tribal Policies and Procedures.
- Represent the Nation in court regarding the best interest of the Indian Child.
- Provide after-hour and weekend coverage for intake and coordination of services, including after-hours checks on families already receiving services.
- Oversee the planning, formulation, coordination, and implementation of all department program activities.
- Establish operating and administrative procedures to ensure efficient program operation and compliance with contractual terms and conditions.
- Manage budgets, including BIA (Bureau of Indian Affairs) funding.
- Preside over departmental staff meetings to obtain guidance, provide leadership, and coordinate department activities.
- Assist in the formulation of policy in an advisory capacity and prepare information for policy determination.
- Determines appropriate action to ensure the safety of children and elders; identifies and prioritizes needs; establishes treatment goals; obtains medical treatment; creates an action plan to achieve goals.
- Writes proposals and grants to secure additional funding and grant monies to continue and expand program services.
- Prepares and presents reports on the status, activities, and plans for current and future operations; keeps leadership, Tribal Council, and other departments informed of the status of department activities by attending meetings and submitting reports.
- Plan and promote cooperative services with other tribal departments and programs.
- Perform other job-related duties as assigned by the supervisor.

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SUPERVISION RECEIVED OR EXERCISED:

This position is directly supervised by the Tribal Administrator.

This position directly supervises other staff assigned to the social services department.

QUALIFICATIONS:

1. Bachelor's degree in relevant field or equivalent life/work experience.
2. Masters Degree in Social Work or related field preferred.
3. Five years progressive experience in providing social and administrative services; three years in a supervisory capacity.
4. Must submit to a background check.
5. Must have a valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met 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.

While performing the duties of this job, the employee is frequently required to walk, stand, and use hands, to handle, or feel. The employee is occasionally required to sit, reach with hands and arms climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 30 pounds.

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. Office work involves maintaining and updating records, files, database information, research, and report writing, and other pertinent assigned tasks.

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APPLICATION PROCESS:

Scan your completed application packet including employment application and resume
Attention: connie.gomez@kdwn.org

Or Mail to:

P.O. Box 1630

Williams CA, 95987

KDWN Employment Application

Website: <https://www.kletseldehe.org/forms>

Kletsel Dehe Wintun Nation

570 6th St. Williams CA, 95987

Website: www.kletseldehe.org

Ph: **(530) 419 5058**

Fx: **(530) 387-3109**