

Position: Human Services Director  
Department: Human Services  
Supervisor: Chief of Staff  
Supervises: Coordinators of: Elders Program, Individual Indian Monies Supervised Account Holders, Social Services Specialist, Secretary  
FLSA Status: Exempt

**Position Summary:**

Provide management and supervision to the Coordinators of the organizations under the Directorate to further ensure the successful performance of those programs. The incumbent is responsible for organizing and coordinating the Human Services Program for the Sac and Fox Nation; adjusting such program to meet the needs of the area services, for planning, developing, and coordinating existing programs toward the improvement of the social and economic status of Indians.

**Duties and Responsibilities:**

- Comply with contract responsibilities with the Bureau of Indian Affairs and the Office of Special Trustees. Become thoroughly familiar with the requirements of each of the programs under supervision in order to provide the management necessary to understand and regularly oversee the program activities.
- Prepare monthly written status reports for the Tribal Administrator summarizing the activities of all programs under supervision.
- Interacts and works with different agencies and organizations such as law enforcement staff, attorneys, judges, BIA, OST, Tribal Court, DHS, and Social Security Administration, and continuously develops social resources to benefit Indians within the jurisdiction.
- Works and interacts effectively with Tribal members and their families. Maintains positive public relations in behalf of Indian people and on request, makes presentations to community groups.
- Ensure reports required by existing grants or contracts are prepared, reviewed, and delivered per schedule.
- Provide technical expertise and support for any and all related proposals or grants being submitted for programs related to this directorate
- Attend meetings related to the programs under this Directorate.
- Oversight for the ascertainment of eligibility of all general assistance, miscellaneous assistance and child welfare assistance cases for the jurisdiction through interviews and home visits.
- Plan and implement special events and staff training determined necessary for the accomplishment of stated program goals and objectives.
- Completes social services assessments in all cases providing services to children, elderly, and families in accordance with CFR 20.403(5) and (6)(b)(1).
- Completes the assessment on all cases for services and supervises IIM accounts for the Anadarko, BIA.
- Completes home visits, distribution plans, and budgeting for IIM Supervised account holders.
- Develops individualized plans for at-risk families or individuals receiving IIM funds.
- Works with individual IIM account holders on budgets to ensure needs are met.
- Maintains records according to regulations and requirements of 25 CFR sections 20 on all assistance requests and action taken; monitors the amount general assistance requests and action taken, determines the amount of general assistance payments; maintains control of and reviews case files periodically.
- Provide other support, and such other duties as the Tribal Administrator may, from time to time, deem necessary.

**Supervision Exercised:**

Plans training and development, evaluates work performance, recommend selections, promotions, status changes, disciplinary actions, and terminations. Informs subordinates of work requirements and provides on-the-job training to increase employee efficiency. Reviews and approves annual and sick leave, handles

complaints and grievances.

**Knowledge, Skills, and Abilities:**

- Should possess knowledge of the business principles and practices related to the operations of a tribal organization.
- Working knowledge of Federal regulations and guidelines, particularly those related to the fiscal and performance requirements for the contracts under this Directorate.
- Administrative abilities in grant application, management, development of policies and procedures, and service provisions for current contract as well as potential or new funding sources.
- Should possess knowledge of Case Management.
- Demonstrated skill in supervising employees, solving employee relations problems, working with budgets, and meeting contractual requirements.
- Must be able to keep all case and departmental information confidential.
- Must have reliable transportation.
- Ability to work with Indian populations and to treat all clients firmly but with dignity and respect.
- Knowledge of family systems
- Familiarity with child/adult abuse and neglect family risk assessment.
- Familiarity with state and Tribal child and adult welfare systems and clients.
- Familiarity with the Indian Child Welfare Act is a plus.
- Must be a “team player” as Social Services is a small agency with inter-dependent jobs.
- Ability to prioritize workload and work with minimum supervision.
- Good working knowledge with MS Word and Excel.

**Education and Experience:**

- Bachelor’s Degree in Social Work or other Behavioral Science degree, Masters Degree preferred, plus one (1) year direct work experience with families and children.
- An appropriate combination of post-secondary level education and professional level experience may be substituted for the above.

**Physical Demands**

- Majority of work is performed indoors
- Regularly required to sit, talk, or hear; stand and walk.
- Frequently required to use hands to touch/handle equipment, or reach with hands and arms.
- Occasionally required to stand and walk.
- Occasionally lift and/or move up to 40 pounds.

---

Employee’s Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Supervisor’s Signature \_\_\_\_\_ Date \_\_\_\_\_