UPPER SIOUX COMMUNITY
PEZIHUTAZIZI OYATE

NOW HIRING

Position Title: Social Services Director

Department	Social Services
Reports To	Board of Trustees
Employment Type	Full-time
Work Schedule	Monday-Friday, 8am-4pm, Emergency-On-Call
Salary / Pay Range	Depending on Qualifications
Application Deadline	Open Until Filled

Position Summary

The Director of Social Services is responsible for the overall administration, management, and oversight of the Upper Sioux Community Social Services Department, including its programs, services, and staff.

Programs and services include, but are not limited to, Indian Child Welfare, Chemical Health, Mental Health, Child Care, Tobacco Education, Tobacco Policy, and Youth Activities.

The Director provides departmental leadership, ensures compliance with applicable tribal, federal, and state requirements, oversees program operations and funding, and works to promote the health, safety, and well-being of individuals, families, and the Upper Sioux Community.

Qualifications, Knowledge & Skills

Minimum Qualifications

- Bachelor's degree in social work or a related field.
- A combination of education and relevant work experience totaling a minimum of three (3) years will be considered.
- Knowledge of the Indian Child Welfare Act (ICWA) and the Minnesota Family Preservation Act.
- Knowledge and experience working with Native American communities, including cultural practices, customs, traditions, and tribal laws.

Knowledge & Skills

- Knowledge of federal and state chemical health and mental health statutes, regulations, and program requirements.

- Knowledge of the Indian Child Welfare Act (ICWA), child protection, and family preservation practices.
- Strong organizational, communication, public relations, leadership, and supervisory skills.
- Experience with case management, client assessments, and individualized service planning.
- Experience with budget development, fiscal management, grant writing, and identifying federal, state, and local funding opportunities.
- Ability to establish and maintain professional relationships built on trust, respect, and confidence.
- Ability to effectively communicate and present information to individuals and groups, adapting communication to the audience and subject matter.
- Ability to interpret and apply policies, legal requirements, and applicable regulations while exercising independent judgment in departmental operations and client services.
- Ability to make sound decisions involving staff supervision, client placement and treatment, program administration, and departmental funding.
- Working knowledge of Microsoft 365 applications.
- Familiarity with Upper Sioux Community and Social Services agencies in surrounding counties is preferred.
- Prior experience working with Native American communities and demonstrated cultural awareness and sensitivity.

Essential Duties and Responsibilities

The Director of Social Services is responsible for the overall administration and operation of the department, including the following duties:

Program Administration & Client Services

- Objectively assess and screen for safety concerns and determine appropriate levels of care, services, and support.
- Conduct assessments, gather evidence, and evaluate relevant information to determine client and family needs.
- Prepare, maintain, and timely update individualized case plans that are strength-based and family-oriented.
- Coordinate appropriate services and referrals to improve quality of life and strengthen individuals, families, and the community.
- Provide adult and child protection services, including investigating allegations of neglect and/or abuse.
- Provide family preservation and prevention services to individuals and families.
- Ensure accountability and appropriate follow-through regarding court orders, case requirements, and mandated conditions.

Department & Staff Management

- Direct, supervise, and manage the activities and conduct of Social Services Department staff in accordance with the Upper Sioux Community Employee Handbook and applicable policies.

- Evaluate departmental staffing needs and recommend organizational or personnel changes to the USC Board of Trustees.
- Develop and implement staff development plans and employee career development opportunities.
- Complete annual employee performance evaluations and provide wage increase recommendations.
- Ensure staff attend required meetings, training, and professional development activities.

Budgeting, Grants & Financial Management

- Prepare and submit annual departmental budget narratives in accordance with applicable federal and state funding guidelines.
- Develop and submit proposals for the continuation of existing programs and the establishment of new programs.
- Work collaboratively with Contracts and Grants staff on program proposals, budgets, and financial matters.
- Actively identify and pursue additional grant opportunities and develop proposals to secure new funding.
- Monitor departmental program operations and funding to support effective and sustainable service delivery.

Reporting, Compliance & Government Relations

- Ensure the accurate preparation and timely submission of statistical, financial, and program activity reports to tribal, county, state, and federal authorities.
- Interpret federal, state, and county policies, regulations, and program requirements for departmental staff and the USC Board of Trustees.
- Formulate and implement departmental policies, procedures, and standards consistent with applicable requirements.
- Serve as a liaison between the Upper Sioux Community, the Minnesota Department of Human Services, and other service organizations.
- Review county notices and assign appropriate staff to participate in case staffing and related proceedings.
- Consult with the USC Tribal Attorney regarding legal matters involving reservation social services and welfare concerns.
- Meet and confer with local advisory committees and participate in relevant task forces and collaborative initiatives.

Community Relations & Professional Responsibilities

- Participate in community initiatives and serve as a resource regarding reservation social services programs.
- Communicate and explain available social services programs and resources to community members.
- Maintain strict confidentiality of all Social Services client information and Upper Sioux Community business.
- Attend and/or conduct mandatory meetings, training, and other required activities.
- Perform other related duties as assigned by the Upper Sioux Community Board of Trustees.

Additional Requirements

- Possess a valid Minnesota driver's license and current automobile insurance or be insurable.
- Be available for emergency on-call responsibilities as required.
- Be able to travel in-state and out-of-state on a limited basis.
- Maintain confidentiality and comply with applicable tribal, federal, and state laws, regulations, and policies.

UPPER SIOUX COMMUNITY EMPLOYMENT REQUIREMENTS

All applicants must be able to successfully pass a pre-employment background check and drug screening and participate in random drug testing as required by Upper Sioux Community policy.

How to Apply

Interested applicants may review the complete job description and application requirements and download the Upper Sioux Community Employment Application by visiting the official Upper Sioux Community Opportunities webpage:

Upper Sioux Community Employment Opportunities

https://www.uppersiouxcommunity-nsn.gov/employment

Application Requirements

Applicants must submit the following:

- Completed Upper Sioux Community Employment Application.
- Additional materials, such as a resume, cover letter, certifications, or licenses, may be required depending on the position.

Applications must be submitted by the stated deadline using one of the submission methods outlined below.

Application Submission

Applications may be submitted in person, by mail, or by email to:

Upper Sioux Community
Attn: Administrative Office Manager
P.O. Box 147
5722 Travers Lane
Granite Falls, MN 56241

Email: andrewk@uppersiouxcommunity-nsn.gov

Questions

For questions regarding the position or application process, please contact Andrew Korstad/Administrative Office Manager, at 320-564-2360 or andrewk@uppersiouxcommunity-nsn.gov

Native American Preference

Native American preference applies. Preference may be given to qualified Native American applicants in accordance with applicable Upper Sioux Community employment policies and procedures.

APPLICATION DEADLINE: OPEN UNTIL FILLED
