

# **Social Services Director**

## **SUMMARY**

The Social Services Director is responsible for the administration of a multitude of services and staff including, but not limited to, Indian Child Welfare, Chemical Health, Mental Health, Child Care, Tobacco Education, Tobacco Policy and Youth Activities.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Manages the activities and conduct of the Social Services staff as outlined in the Upper Sioux Community Employee Handbook;
2. Prepares and submits annual budget narratives within federal and state funding guidelines;
3. Evaluates staff needs and recommends changes to USC Board of Trustees;
4. Implements staff development plans and employee career development;
5. Ensures the accurate preparation and timely submission of statistical, financial, and activity reports to tribal, county, state, and federal authorities;
6. Assumes an active role in a variety of community enterprises, serving as a community resource and explaining reservation social service programs to the community;
7. Interprets federal, state and county policies to staff and USC Board of Trustees;
8. Formulates and implements policies and standards throughout the USC Agency;
9. Serves as liaison between the reservation and MN Department of Human Services and other service organizations;
10. Meets and confers with local advisory committees and participates on related task forces;
11. Confers with USC Tribal Attorney regarding legal aspects of reservation welfare problems;
12. Reviews all county notices and assigns staff to participate in case staffing;
13. Develops and submits proposals for continuance of programs or addition of new programs, and works cooperatively with Contracts and Grants staff on budgets and finance;
14. Completes and submits annual performance evaluation and wage increase recommendations for staff;
15. Actively solicits additional grants and develops proposals for new funding;
16. Maintains strict confidentiality of all Social Services and Community business;
17. Attend and /or conduct all mandatory meetings and trainings as required;
18. Other related duties as assigned by the Upper Sioux Board of Trustees;
19. Subject to mandatory drug testing;
20. Native American Preference applies.

## **OTHER ATTRIBUTES**

1. Excellent organizational, communication, public relations and supervisory skills
  - Knowledge of federal and state chemical health and mental health statutes/regulations
  - Knowledge of ICWA and child protection
  - Budgetary, grant writing and fiscal management experience, knowledge of federal, state, and local funding sources
  - Excellent case management skills
  - Ability to establish relationships build on trust and confidence
  - Ability to present information to individuals or groups effectively, taking into account the audience and nature of the information, and to listen and respond effectively
2. Ability to make decisions based on policy and legal rules and regulations, as well as using independent judgment with substantial latitude in determining appropriate course of action, regarding supervision of staff, placement and treatment of clients and ongoing funding and operation of the department
3. Working knowledge of Microsoft Office
4. Must have valid MN driver's license, current insurance or be insurable
5. Able to travel in-state and out-of-state on a limited basis

Ability to make decisions based on policy and legal rules and regulations, as well as using independent judgment with substantial latitude in determining appropriate course of action, regarding supervision of staff, placement and treatment of clients and ongoing funding and operation of the department  
Familiarity with Upper Sioux Community and Social Service agencies in surrounding counties; prior experience, understanding and sensitivity to Native American culture

## **EDUCATION and/or EXPERIENCE QUALIFICATIONS**

Master's Degree in Social Work or Human Services preferred, or Bachelor's Degree with at least three years with appropriately responsible administrative and management experience in Human Services.

Please send a cover letter and resume to:

Upper Sioux Community  
Board of Trustees  
Attn: Amy Hastings  
P.O. Box 147  
Granite Falls, MN 56241