



House of Well-Being



JOB DESCRIPTION

QUILEUTE HUMAN SERVICES DEPARTMENT

TITLE: HUMAN SERVICES DIRECTOR
Supervisor: Executive Director
Salary: \$55-\$65k or DOQ/E
Opens: August 17, 2010 **Closes:** August 31, 2010 or until filled

The primary function of the Quileute Social Services Director is to provide administrative oversight and management to the Tribe's social services programs. The Social Services Director is responsible for social services program development and planning, annual operating budget preparation, contract and grant development, negotiations, implementation, monitoring and reporting.

DUTIES AND RESPONSIBILITIES:

- To administratively manage all Quileute Tribal Human Services programs as directed by the Quileute Tribal Council.
- To uphold, implement, and adhere to Quileute Tribal Policies, Laws, and Regulations as approved by the Quileute Tribal Council.
- Responsible to provide ongoing supervision of Quileute Tribal Human Services Programs.
- Perform annual employee evaluations on Human Services managers and to ensure those managers subsequently provide annual evaluation to their subordinate employees.
- Annually review Human Services Program Policies and Procedures and make relevant recommendations to the Quileute Tribal Council for needed changes.
- Prepare annual operating program budgets for presentation to the Quileute Tribal Administrator and Quileute Tribal Council for acceptance.
- Enhance current Tribal Human Services Programs thru increased funding, educational opportunities, and program development.
- Responsible for the development and implementation of program policies and procedures.
- Ensure equal access to Tribal, County, State and Federal social services programs for Quileute Tribal members and the Quileute Tribal community.
- At the request of the Quileute Tribal Council or Tribal Administrator, represent the Quileute Tribe at meetings, conferences, community gatherings and other occasions deemed appropriate.

DESIRED QUALIFICATIONS:

- Minimum of a Bachelor's Degree in Social Services or equivalent field.
- Five years recent working experience administrating social services programs in a Tribal community.
Example: (inclusive)
 1. Indian Child Welfare
 2. TANF
 3. Elder's Programs
 4. Youth Programs
 5. Head Start Program
 6. Food Program

- Working history of grant/contract research, writing, negotiating, and implementation, monitoring and reporting.
- Excellent understanding of Tribal Sovereignty, Government to Government relationships and PL 280.
- Demonstrated experience in social services program planning and development to included program policy and procedure development.
- Recent working history of preparing annual operating budgets for individual programs as well as presentation to Tribal Council or a Board of Directors.
- Possess excellent communication and organizational skills
- Experience in working with Tribal Court systems (i.e. Juvenile Justice and Minors In Need of Care).
- Ability to interface with Tribal School systems.
- Demonstrate experience working with County, State, and Federal agencies for the purpose of advancing Tribal Social Services.
- Possess a good understanding of the Federal Indian Child Welfare Law.
- Experience in working with Local Indian Child Welfare Advisory Committees.
- Ability to explain complicated information in lay terms.
- Ability to foster and increase staff educational and learning that will enhance professional development.
- Must possess a valid Washington State Driver's License and proof of insurance.
- Other duties as assigned.

Must adhere to Personnel Policies and Drug and Alcohol Policies.

Submit QTC job application, resume, cover letter and 3 references:

Quileute Tribal Council
Attention: Personnel Department
P.O. Box 279
La Push, WA 98350

Visit our website at www.quileutenation.org to download a job application and job description

Except as provided by the Indian Preference Act (title 25, U.S. Code sections 472 and 473) there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native Americans and Alaskan Natives