

Passamaquoddy Tribe
Social Services - Job Description

Position Title: Social Services Director

Accountable & Responsible To: Tribal Chief

Position Description: This is advanced professional work. Position is responsible for planning, supervising and evaluating all Social Service (SS) programs. Responsibilities include: personnel management principles and practices; program administration; human or social service systems of care; needs assessment techniques; application funding process; negotiating methods and principles; budget preparation and monitoring. Responsible for reporting to Chief identified needs and delivery systems, establishing priorities for social services, recommending the appropriate allocation of funds, evaluating programs, and monitoring contracts with social service program providers.

Job Responsibilities:

- Supervises and coordinates specific program area(s) within Social Services
- Supervises departmental staff and program legal counsel.
- Explains and interprets the various SS program policies, procedures, and tribal, federal and state laws, rules and regulations to agency staff; offices of circuit clerks, prosecuting attorneys; and interested groups.
- Works with other jurisdictions including cities, public and private agencies, community groups, organizations, and other tribal departments to promote and coordinate an approach for human service planning and conflict resolution;
- Develops and implements new agency policies and procedures and identifies necessary revisions to existing policies and procedures.
- Prepares and makes presentations to community groups, division staff, and other governmental agencies promoting the benefits of the SS programs.
- Develops budget and staffing proposals.
- Serves as a liaison to other state, federal, local and private agencies that are involved with the SS programs.
- Authorizes use of legal remedies for civil action and enforcement remedies in efforts to obtain and/or enforce court orders.
- Authorizes use of legal remedies for child welfare purposes.
- Participates in shared departmental on-call responsibilities.
- Researches funding opportunities for program development.
- Develops grant applications/proposals and manages grants if obtained.
- Travels to all necessary training/conferences related to Social Services programs to represent Tribe.
- Performs other duties as assigned by Tribal Chief.

Qualifications: A Bachelor Degree in Social Work, Human Services, Criminal Justice or related field; or equivalent years of experience will be considered. A minimum of two years in a supervisory capacity required. Proven ability to maintain client confidentiality required. Ability to communicate effectively, both orally and in writing, with staff, other Tribal Community, County, and State Programs, Agencies, and Departments and to work cooperatively and in conjunction with these same departments for the benefit of the clients served. Must be empathic, in regard to individuals and/or families, and in the situations which create crisis and/or stress in their lives. Must possess a working as well as theoretical knowledge of current methods and techniques of intervention and have the ability to apply this knowledge. Must demonstrate responsibility and leadership to departmental staff. Must demonstrate good organizational and administrative skills. Must have the ability to respond effectively and professionally to inquiries or complaints from clients, agencies, or members of the community and prepare and present program information to the general public, Tribal Administration, Tribal Programs, State and federal agencies. Must be motivated to participate in continuing educational activities required to remain current in the field of Social Services and other related fields. Must be 21 years or older, having not been convicted of a non-traffic misdemeanor. Applicant must never have been convicted of a felony. Applicant will be required to sign a waiver for background check; successfully undergo a criminal background check, including fingerprinting as required by P.L. 101-630. Indian preference will be adhered to in accordance with the Passamaquoddy Tribe- Personnel Policies and Procedures.

Full-time, Permanent