

Louden Tribal Council

P.O. Box 244
Galena, Alaska 99741
Phone (907) 656-1711
Fax (907) 656-2491

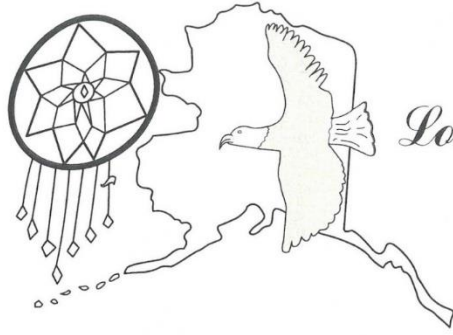
- Job Description:** Director of Social Services
- Location:** Louden Tribal Council Office – Galena, Alaska (HYBRID/REMOTE)
- Supervisor:** Tribal Administrator
- Salary:** \$65,000-\$95,000
- Employment Status:** Full-Time/Non-Exempt

JOB SUMMARY

The Director of Social Services is responsible for the overall functioning of the social services activities for the Tribe. This encompasses the planning, development, and the delivery of direct and non-direct services and the assessment of program needs and development. The nature of this position differs in scope, due to the high demand in dealing with populations associated with complex traumatic experiences that requires a high-level of confidentiality and sensitivity of all services.

MAJOR TASKS AND RESPONSIBILITIES

1. Provide planning and grant management for all social service grant programs.
2. Work with Tribal Members to assess need and connect them with support services.
3. Provide direction for all social service programs including but not limited to The Indian Child Welfare Act (ICWA), family assistance, and Domestic Violence services.
4. Provide program development and enhancement including policy, protocol, short and long-term goals, with sustainable outcomes. Tribal Administrator must approve department and program development. Prepare annual departmental budget in conjunction with Tribal Administrator and/or with other identified department officials.
5. Manage and monitor expenditures for each service program to meet the outcomes of the financial conditions set within budgetary constraints and specified grants.
6. Maintain and enhance positive communication with other Tribal Governmental Agencies, Directors, staff, Tribal Council, Community Partners, and LTC Tribal members.
7. Participate in all required management and government meetings.
8. Create and maintain relationships with outside resource groups to support wholistic case management.
9. Prepare all required department and program reports.
10. Develop and maintain training and individual staff developmental opportunities.



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11. Maintain strict confidentiality of information, records, and data for protection of clients, co-workers, staff, Tribal members, department, and program operations.
12. Comply with the expectations and conditions stated in the LTC policies and procedures; such as, attendance, appearance, conduct, and communication.
13. Communicate effectively both verbally and in writing.
14. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

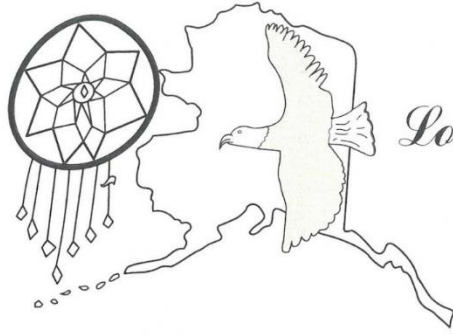
SUPERVISORY RESPONSIBILITIES

Oversees the Tribal Victim Program Manager and ICWA Program Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of and practical experience with the Indian Child Welfare Act (ICWA), and functions of the court working with Tribal families and children under ICWA.
- Have knowledge of the Adoption and Safe Families Act (ASFA).
- Working knowledge of Social Service needs and programs; such as, child abuse, chemical addiction/ recovery, mental health, domestic violence, poverty, prevention and intervention.
- Management and supervision (coaching and therapeutic supervision) skills and experience completing staff performance evaluations.
- Practical knowledge of Social Services or Social Work Ethics.
- Practical knowledge of Community, State and Federal services and opportunities.
- Must have excellent verbal and written communication skills.
- Must possess reasonable ability to communicate in English.
- Knowledge of Native American/ Native Indian history and cultures.
- Team building and employee coaching skills.
- Community involvement.

REQUIREMENTS



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- Position requires an Associate's Degree or a combination of education and experience and at least two (2) years of experience working in social services, or related field.
- Requires two (2) years supervisory experience.
- Valid driver's license as well as the ability to be able to comply with Tribal Vehicle Use Policy.
- This position may include providing transportation for Native and non-Native American clients in tribally owned vehicles.
- This is a covered position and will be subject to pre-employment drug testing and criminal history background check, which will include fingerprinting.
- Must have employment eligibility in the U.S.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Psychology, Social Work, or closely related field.
- Master's Degree in Psychology, Social Work, or closely related field.
- Valid Licensed Clinical Social Worker (LCSW) with the state of Alaska
- Experience working in or with Tribal, State and Federal Governments.

Louden Tribal Council (aka Galena Village) is an Equal Opportunity Employer but does practice Indian Preference Hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act. Per LTC Policies applicants must pass pre-employment drug testing, and willing to submit to a background check.

Print Employee's Name

Date

Employee's Signature