



## **JOB DESCRIPTION**

**Bishop Tribal Council  
Bishop, California**

**Position:** Social Services Director  
**Department:** Social Services Department  
**Supervised by:** Tribal Administrator, or designee  
**Pay Range:** \$27.88 - \$29.33/Hr. (\$58,000.00 - \$61,000.00/Annually) DOQ  
**FLSA:** Exempt, (Salaried) Regular/Full-Time

**Position Summary:** An experienced professional to assume a leadership role in the Bishop Paiute Tribal Social Services Department. The Director will support and continue the programmatic and cultural needs of the community. Under the direction of Tribal Administration, the Social Service Director will be responsible for planning and organization of the Social Service programs, responsible for creating the policies and procedures that are needed in order to meet the needs of the jurisdictional expansion for child abuse/neglect and child custody cases. Coordination and implementation of victim services as outlined (i.e., mentorship program/counseling/victim assistance). Maintain and carry the vision for effective case management in all aspects of child welfare and social services.

### **Responsibilities:**

- Understands all programs and roles within Social Services
- Communicates well in both speech and writing
- Effectively facilitates multi-disciplinary team meetings and any related committees (i.e., Social Services Committee)
- Manages staff and any contract agreements under the department
- Organizes and implements: Victim Services, Mentorship Program, and Victim Assistance initiatives.
- Engages and works with community partners
- Culturally sensitive, conveys empathy for tribal families and individuals
- Motivates and effectively manages staff and supervisory level
- Determine what the procedures would be to assume these responsibilities; the resources available, the laws (ordinance) needed. Provide feedback to the community on what steps would need to be taken; prioritize which case types the membership wants and get a consensus from the community.
- Work with Tribal Attorney on the code/ordinances that would become the law involving family law, i.e. Jurisdiction; Indian Child in Need, Child Support, etc.
- Identify resources for services (court ordered), establish contacts with local, state and other federal agencies. Establish a Social Services Committee including other Indian Agencies and non-Indian agencies to work together to provide the best services for all in need.
- Ability to manage multiple grants from various granting agencies

- Effectively carry out all grant objectives; grant reporting; all budgetary aspects; and any other administrative duties needed
- Other duties as assigned

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position:

- Research Skills - individual will research the different areas of family law; identify the areas/case types that the Bishop Paiute Tribal Court should have jurisdiction over.
- Organization and Planning Skills – individual will schedule a series of meetings with the local Tribes in Inyo and Mono counties to discuss the establishment of a Tribal Court Consortium.
- Decision Making - the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.
- Writing Skills – individual will develop a written plan of action outlining steps needed to be accomplished to reach goal.

**Supervisory Responsibilities:** Plan, organize, and direct the staff for the following programs: Relief After Violent Encounters (RAVE) Program; Indian Child Welfare Act (ICWA) Specialist; Family Services Coordinator (LIHEAP/Child Care Services); Family Formation Program Coordinator; Children of Violence Program/Services (Mentorship program, counseling, assistance, committee, etc.)

**Experience and Education:**

- Bachelor’s Degree in administration/business administration or a Bachelor’s Degree in Social Work AND with a minimum of two (2) years’ experience in Social Work.
- Experience working with California Indian Tribes in the area of Social Services desired; knowledge of Indian Child Welfare Act (ICWA) & Indian Law necessary.
- Must be personable and polite with ability to use discretion, initiative and good judgment in dealing with tribal members and general public in the performance of duties. Must be culturally sensitive to the membership.

- Facilitating meetings and public presentation skills.

**Other Requirements:**

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Shall comply with the Drug-Free Workplace Policy and a Criminal Background Investigation.
- Must have and maintain a valid California Driver's License and to be insurable under the Tribe's existing automobile insurance policy. DMV printout required with application.

**Signatures**

This job description has been approved by all levels of management:

Manager: \_\_\_\_\_

HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.