YUROK TRIBE-JOB DESCRIPTION
Director-Social Service

Job Title: Social Service Director  
Job Grade: 12

Department: YDHHS  
Location: Klamath

Reports To: Executive Director  
FLSA Status: Exempt

ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

Salary Range: $77,584.00-101,229.52

POSITION SUMMARY:

Under general supervision of the Executive Director, the Social Services Director has full responsibility for planning, directing, and administering all social service related programs provided by the Tribe. The Director plans, organizes and monitors department operations, functions, and activities, services and Managers. The Director is responsible for program management and on-going community relations. The Director participates in the overall planning, development and implementation of the Tribe’s short and long term goals as they relate to the special social service needs of the Tribal community.

DUTIES AND RESPONSIBILITIES:

A. Planning and Setting objectives:
   1. Oversees the planning, formulation, coordination and implementation of all Department program activities. Provides direction and leadership for all departmental programs and components.
   2. Interprets all governmental statutes, regulations, transmittal notices and memorandum pertaining to securing and maintaining funding for the Tribe’s Social Service.
   3. Plans, writes, and develops grant applications to aggressively seek additional funding.
   4. Develops and recommends plans consistent with the overall mission of the Tribe’s social service program.
   5. Oversees the development of short and long term goals and objectives.

B. Organizing:
   1. Develops and oversees the maintenance of necessary systems and procedures to assure implementation of program coordination.
   2. Establishes operating and administrative procedures to assure efficient program operation and compliance with all contractual terms, conditions and obligations.
   3. Controls and coordinates operations and activities and approved action plans for the Department.
   4. Oversees the program planning and operations activities for all Department programs.
   5. Presides at various meetings of staff personnel and special committees to obtain guidance, provide leadership and coordinate the activities of these groups to the best interest of the Tribe and the Department.
   6. Develops and coordinates an administrative organization plan for the Department in close coordination with the overall Tribal Administrative organization plan.
7. Assists in the formulation of policy in an advisory capacity and prepares information to be considered in the determination of policy.
8. Maintains effective professional working relationships with funding agency staff to ensure effective delivery of services.
9. Develops and/or maintains a close working relationship with necessary tribal departments and other agencies to complement the needs of Tribal members and maximize use of funding resources.

C. Program Evaluation:
1. Implements internal and external reporting systems and procedures for monitoring and controlling programmatic activities as indicated by regulations.
2. Develops, implements and maintains an ongoing evaluation system to ensure quality control of all Departmental programs including fiscal accountability and cost effectiveness.
3. Studies policies, methods and procedures and modifies or makes recommendations for modification as is necessary for the proper functioning of the department and programs.

SUPERVISORY RESPONSIBILITIES:

Incumbent performs the full range of supervisory duties and responsibilities which includes assigning, developing, training, supervising, and evaluating staff and their work. Assists in the review and makes recommendations on personnel actions such as employment, retention, promotion, and termination. Develops Departmental staff career plans designed to improve the job-related effectiveness of each departmental employee. Train, supervise, advise and evaluate program staff and their work. Reviews and makes recommendations on personnel actions such as employment retention, promotion and termination. Develops work performance plans as necessary.

MINIMUM QUALIFICATIONS:

1. Demonstrated experience with and understanding of federally funded programs, particularly as they relate to Native Americans.
2. Experience with writing grants and implementing grant-funded programs.
3. Ability to communicate effectively, both orally and in writing.
4. A minimum of two years experience in development and management of community-based programs.
5. Demonstrated ability to direct or manage Social Service programs.

EDUCATION/EXPERIENCE:

Bachelor’s Degree in Social Welfare or related field (i.e. Public Health Administration, Human Services, Sociology, Behavioral Sciences) and ten years of progressively responsible experience in
administration of client service programs or equivalent graduate degree and five years of progressively responsible experience in administration of client service programs.

Equivalent combinations of education and experience are qualifying for this position.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. Must possess a valid state issued driver’s license (CA or OR) and be insurable under the Tribe’s insurance policy.
5. Applicant must pass a comprehensive background check.
6. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630; 25 CODE of FEDERAL REGULATIONS PART 63 - INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
7. LANGUAGE SKILLS: Must have the ability to read, write and comprehend instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
8. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
9. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.
10. VISION REQUIREMENTS:
   - Close vision (clear vision at 20 inches or less).
   - Color vision (ability to identify and distinguish colors).
   - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ______________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned
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duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_________________________________________        ___________________________        _______________________
Employee Signature                          Date                                        Employee #

_________________________________________
Supervisor Signature                        Date