



Walker River Paiute Tribe

Human Resources Department

Job Announcement

Job Title:	Social Services Director	Supervisor:	Chairman
Department:	Social Services	Location:	Health Clinic
Salary Range:	\$41,297.59-\$43,362.47	Pay Grade:	10
FSLA Status:	Exempt	Type:	Full-time
Open Date:	March 06, 2020	Close Date:	April 06, 2020

2nd Posting

DEFINITION: Under general supervision, performs professional social work and direct services duties of considerable difficulty in the delivery of social services; performs related work as assigned. Supervision of Indian Child Welfare Assistance Specialist & Eligibility Technician.

ESSENTIAL FUNCTIONS: This listing is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS: Performs work in accordance with established plans, policies and procedures within the framework of applicable federal, state and tribal laws; identifies and intervenes in high risk cases through consultation and direct services; maintains close relations with state, federal, tribal and other social services agencies to meet identified problems on the Walker River Paiute Tribe; provides support, direction, guidance and assistance to case workers in the study, diagnosis and treatment of cases.

Makes decisions and recommendations for agency actions; reviews reports to the court; supervises follow-up services; attempts to establish a therapeutic relationship with clients to find satisfactory ways of coping with their social situations and relationships; directs staff in making appropriate referrals, evaluates needs of clients and assists in the development of social resources to meet their needs; makes periodic visits throughout assigned area; analyzes services and procedures as deemed necessary.

Maintains liaison with community groups; explains available services; provides technical advice and guidance and promotes group and community activities; attends conferences, community groups and chapter meetings relative to social work services; prepares required reports and documentation; provides planning, organizing and directing the delivery of specialized child care services, involving foster care, substitute care services and permanency planning of children.

Provides technical assistance to staff to ensure appropriate case management; conducts period case staffing; determine eligibility in accordance with applicable policies and requirements; cooperates and coordinates with all resources in planning and implementing services.

Oversight of specialty programs including burial, emergency placement, foster care, institutional care, group placement, and adult custodial placements.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of the theories, principles, practices, and techniques of the social work field. Knowledge of social casework objectives, principles, methods and caseload management and organization. Knowledge of the Tribal codes, court systems and their applications. Knowledge of counseling and interviewing techniques. Knowledge of traditional customs. Skill in communicating effectively in both oral and in writing. Skill in applying professional social work principles, theories, concepts and techniques. Skill in interacting with clients from various cultural, economic and spiritual backgrounds. Skill in meeting documentation standards for social work agencies. Ability to perform complex and specialized casework services with considerable independence.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves extensive concentration on supervision and guidance of subordinate professional staff.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Social Work, Human Services, Counseling or a closely related field; and one (1) year of professional social work experience under professional supervision.
- An Associates' degree in Social Work, Human Services, Counseling or a closely related field; and two (2) year of professional social work experience under professional supervision.
- Proficient in Microsoft Office software or other computer applications.
- Possess a valid Nevada driver's license
- Provide current DMV driving report
- Must successfully pass a background check

For applications contact Human Resource at the Tribal Administration Building,
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;
Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: wfrank@wrpt.org
<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.