



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Director of Family Services (1 - Full Time - Regular)

Pay Grade: E6

Status: Exempt

Background Check: Extensive

Hiring Range: \$61,779 - \$80,044 – Commensurate with Verified Qualifications

Indian Preference applies in accordance with Ordinance #15-600-02

Summary: This position is responsible for developing, planning, implementing, directing and evaluating the service delivery to individuals and families within the department's five major programs with emphasis on individual self-sufficiency, reunification, and strengthening of families, advocacy and coordination of resources through a multi-disciplinary/collaborative approach with Tribal, Federal and State resource availability to LRBOI Tribal Membership and service eligible clients.

Employment Qualifications: Minimum Necessary Qualifications -

A qualified candidate offers:

- A Master's Degree in Social Work; and
- A work experience of five (5) or more years as a Clinical Social Worker Supervisor or equivalent in a Tribal Community setting; and
- A minimum of three (3) years' experience managing Human Services delivery programs; and
- A valid Driver's License with the ability to be insured under the company's insurance policy.

Duties and Responsibilities:

1. Directs program development and implementation, focusing on all facets of Social Work: Elder, Juvenile, Children and Adults.
2. Establishes and coordinates the work plans, priorities, and resource allocation of the department, ensuring assignments and goals are clearly linked to the needs of the community and organization.
3. Supervises staff and department functions including hiring/termination recommendations, case reviews, staff training and counseling, and scheduling.
4. Formulates external agency relationships as the primary internal/external communicator.
5. Directs and participates in the development, interpretation, evaluation, and presentation of policies, procedures, rules, and regulations.
6. Facilitates collaboration with the Binojeeuk Commission in ICWA related reunification and placement recommendations, including staff and appropriate case recommendations for action.
7. Ensures staff and records are in compliance with Privacy, ICWA, HIPPA and all other Laws and Regulations specified by the Tribe, U.S. Government, and the State of Michigan as applies.
8. Determines fiscal requirements of the department and prepares budgetary recommendations; monitors, verifies, and reconciles expenditure of budgeted funds consistent with fiscal management policies.
9. Collects and analyzes data; generates comprehensive narrative and statistical reports.
10. Presents reports to Committee, Tribal Manager, and Tribal Council.
11. Coordinates efforts with resource development staff on funding sources and grant development.
12. Ensures the Tribal, Federal and applicable State regulatory and licensing standards are met.
13. Coordinates with other tribal and community services to enhance access of services and resources.
14. Maintains professionalism and confidentiality in all aspects of work and complies with all

applicable tribal, federal, or state laws and procedures.

15. Provides support to committees as requested.
16. Represents the department or organization in meetings with Tribal Council, other Tribes, other outside agencies, or in seminars and serves as an ambassador of goodwill at all times.
17. Other job-related duties as assigned.

Other Skills and Abilities:

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong project management skills, strong and effective presentation skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work independently, the ability to work cooperatively with other departments, and a commitment to confidentiality.

Supervisory Responsibilities:

Direct supervision of exempt and non-exempt level employees. Responsible for interviewing, hiring, training, rewarding and disciplining of subordinates, in addition to planning, assigning and directing work.

Physical Demands:

Sitting for long periods of time with occasional standing, walking, or reaching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal, or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

Working Environment:

Work is performed in a climate-controlled office environment. The employee's work schedule may frequently need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight travel may be necessary to attend meetings or trainings.

Application Instructions:

Obtain an application form (fillable online) on the Tribe's website www.lrboi-nsn.gov (under "Employment" heading) or a copy of the position description by contacting Human Resources at:
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Email: apply@lrboi-nsn.gov ATTN: HR

To apply: Please submit completed application, and a copy of Tribal ID Front/back (if applicable); to:
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Fax: (231) 331-1233; Email: apply@lrboi-nsn.gov .

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

Posted: 10/01/2024

Removed: Until Filled