



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Director of Social and Human Services (1 - Full Time - Regular)**

Summary: This position is responsible for developing, planning, implementing, directing, and evaluating the service delivery to individuals and families within the Family Services, Be Da Bin Behavioral Health, Victim Services and Member Assistance 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 resources.

Employment Qualifications: MINIMUM NECESSARY QUALIFICATIONS -

- A Master's Degree in Social Work; and
- Work experience of seven (7) or more years as a Clinical Social Worker; and
- Two (2) years' experience in writing and managing multiple grants; and
- Two (2) years' experience creating and managing budgets; and
- Working knowledge of sensitivity communication practices in order to speak with and for the client; and
- Minimum of three (3) years' experience managing Human Services delivery programs, including supervising, and developing employees; and
- Valid Driver's License with the ability to be insured under the company's insurance policy.

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

Pay Grade: E6 **Hiring Range:** \$57,123 - \$90,901 – Commensurate with Verified Qualifications
Status: Exempt **Background Check:** Extensive

Application Instructions:

Obtain an application form and a copy of the position description - check website lrboi-nsn.gov under heading Employment or by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center Dr, Manistee, MI 49660
phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov .*

To apply please submit completed LRBOI application, cover letter, transcripts for degree(s) (Master's in Social Work - required), any/all licensure(s) (Clinical Social Worker) and/or certifications required/relevant for position, copy front/back of Tribal ID (if applicable), copy front/back of driver's license and resume, 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.

Incomplete submissions will not be considered.

For further information, please contact the LRBOI HR Department.

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