

**LOWER BRULE SIOUX TRIBE
JOB ANNOUNCEMENT**

JOB TITLE: Human Services Director

JOB CLASS: \$37,263.00 - \$68,006.00 DOE

JOB SUMMARY: Under the general supervision of the tribal manager, the employee is responsible for planning, developing, establishing and maintaining the operation of a comprehensive social welfare program for the tribe. This involves direct provision of general assistance, child and family welfare and miscellaneous assistance service programs, promotion of the entire spectrum of social services, maintaining active participation in all the varied advocacy and intervention programs, coordination of and cooperation with allied social services, health and other agencies, evaluates and modifies programs and provides all requisite supervisory/administrative functions associated with managing a comprehensive program.

ILLUSTRATIVE DUTIES:

- Implement the Tribe's comprehensive social welfare program.
- Draft policies and procedures for council approval, interprets established policies and provides technical advice on all aspects of the tribe's social welfare program.
- Devises, improvises and adapts programs to conform to specific requirements of local cases and needs to meet the limitations of funds, facilities and other staff support available.
- Provides technical advice and consultation to various tribal committees and other County, State, Federal and private social service agencies to coordinate the tribe's program with the other programs.
- Maintain active participation in all various advocacy and intervention programs available in the area.
- Develops and formulates the Human Service Programs budget requests for each coming fiscal year.
- Analyzes productivity, workload and program accomplishments.
- Evaluates the effect of cost and program changes on the budget execution process.
- Oversees progress and accomplishments of the caseworker and office worker.
- Assists in establishing performance standards for the department.
- Incumbent follows BIAM, 25CFR Parts 20-27, State TANF guidelines and regulations, Tribal Law & Order codes and other applicable guidelines, with the discretion to apply them in detail to the situations that obtain at Lower Brule
- Serves as record custodian, responsible for identifying records of continuing value, ensuring that records are preserved, disposed of, or archived.
- Responsible for facilitating the filing, classification, and retrieval of records; protecting material covered by the Privacy Act, destroying records of temporary value to prevent accumulation of unnecessary files.
- Perform other related duties as assigned.

Human Service Director

QUALIFICATIONS (*Knowledge & Skills*)

- Knowledge of a wide range of social service program management policies, concepts, Practices, principles in order to analyze and develop recommendations for improvement in program operations and objectives.
- Knowledge of a wide range of principles, concepts and methodology in all aspects of social work and skill in applying this knowledge to difficult and complex work assignments.
- A comprehensive, intensive, practical knowledge of a wide range of counseling skills, family therapy, systems theory and community organizations.
- A comprehensive and detailed knowledge and understanding of governing, budgeting and tribal budgetary policies.
- Skill in written and oral communication sufficient to prepare and present findings, recommend or carry out specific actions regarding social service issues, providing program training, and in preparing instructions.
- Ability to establish and maintain effective relationship with and gain confidence and cooperation of social service providers and others involved in the provision of social services in order to gain acceptance of proposals on complex service and treatment Issues.
- ***BASIC REQUIREMENTS:***
 - Degree in social work & fulfill all of the requirements for the Master's degree in social work. Specialized Experience equivalent to Level 8.

SUITABILITY, CLEARANCE:

A background security investigation will be required. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to meet these requirements will be grounds for termination.

TO APPLY:

Submit Lower Brule Sioux Tribal application and resume (pertinent document attached)

to: Human Resources Office
187 Oyate Circle
Lower Brule Sioux Tribe
Lower Brule, SD 57548

Opening Date: 10/02/2023

Closing Date: 10/30/23 @4:30pm