Quileute Tribal Council
• QUILEUTE INDIAN TRIBE •
Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368

Quileute Tribe
Job Description

Human Services Director

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Or via email: hr@quileutenation.org

Ensure your Application contains:
1. Quileute Tribal Application
2. Cover Letter
3. Resume
5. Tribal Enrollment Verification
6. Diploma(s): College
7. Certification(s) (if any)
8. Unofficial Transcripts (if no diploma)
9. Driver's License

NOTE: Incomplete applications will not be considered.

Approved: Human Resources: _____ Budget Grants & Contracts: _____

Title: **HUMAN SERVICES DIRECTOR**
Supervisor: General Manager
Location: Tribal Administration
Work Info: 40Hrs/Wk; 8am – 4pm; M-F
Salary: DOQ/E ($30.00 - $35.99; hourly wage)
Closes: (03/06/2020 – 03/20/2020)

RESPONSIBILITIES:

The primary function of the Quileute Human Services Director is to provide administrative oversight and management to the Tribe's human services programs. The Human Services Director is responsible for human services program development and planning, annual operating budget preparation, contract and grant development, negotiations, implementation, monitoring and reporting.

DUTIES AND RESPONSIBILITIES:

- To administratively manage all Quileute Tribal Human Services programs as required by grant and contract guidelines
- To uphold, implement, and adhere to Quileute Tribal Policies, Laws, and Regulations as approved by the Quileute Tribal Council.
- Provide ongoing supervision of program managers and employees.
- Perform annual employee evaluations on Human Services managers and to ensure those managers subsequently provide annual evaluation to their employees.
- Develop and implement Human Services Program Policies and Procedures and make relevant recommendations to the Quileute Tribal Council for needed changes on an annual basis
- Prepare annual operating program budgets for approval
- Enhance current Tribal Human Services Programs thru increased funding, educational opportunities, and program development.
- Advocate for equal access to Tribal, County, State and Federal human services programs for Quileute Tribal members and the Quileute Tribal community.
- Review and respond to programmatic complaints from community members, clients, and employees.
- At the request of the Quileute Tribal Council or General Manager, represent the Quileute Tribe at meetings, conferences, community gatherings and other occasions deemed appropriate. Ability to explain complicated information in lay terms.
- Ability to foster and increase staff educational and learning that will enhance professional development.
- All other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Five years recent working experience supervising employees, including job description and training plan development and conducting employee evaluations.

- Demonstrated successful grant/contract research, writing, negotiating, and implementation, monitoring and reporting.
- Excellent understanding of Tribal Sovereignty, Government to Government relationships and PL 280.
- Demonstrated experience in human services program planning and development to included program policy and procedure development.
- Recent working history of preparing annual operating budgets for individual programs and overall department budgets.
- Possess excellent communication and organizational skills.
- Experience in collaborating with Tribal and County Court systems
- Demonstrate experience working with County, State, and Federal agencies for the purpose of advancing Tribal Human Services, including DSHS, HHS, BIA, and AAA
- Demonstrate experience partnering with neighboring Tribes, when appropriate, to ensure seamless services for families.
- Possess a good understanding of the Federal Indian Child Welfare Act and the CFRs governing TANF, FDPIR, Title VI Nutrition and General Assistance.
- Experience in working with advisory committees, such as LICWAC or IPAC.

SUPERVISION EXERCISED:

Carries out supervisory responsibilities of the Human Services Team in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, training employees; planning, assigning and directing work; evaluating performance.

QUALIFICATIONS:

Required:

- Minimum of a bachelor's degree in Human Services, Social Work, Business or Public Administration or equivalent field. Master's degree is preferred.
- Five years recent working experience administrating human services programs in a Tribal community. Relevant programs include, but are not limited to, Indian Child Welfare, Elder's Programs such as Title VI Nutrition, Caregiver support, kinship grants, emergency food programs such as USDA FDPIR (commodities) and food banks, TANF, and prevention programs.

GENERAL INFORMATION:

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screen and reference check.

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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