



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

## Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • 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/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

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

**Ensure your Application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

Position: **Human Services Director**  
Supervisor: General Manager  
Location: Human Services Department  
Work Info: Full Time: 40 Hrs./Week (M-F)  
Salary: DOQ/E

**POSITION SUMMARY:**

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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Administratively manage all Quileute Tribal Human Services programs as required by grant and contract guidelines
- 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 employee evaluations on staff who report to the Director
- Develop and implement Human Services Program Policies and Procedures and make relevant policy recommendations to the Quileute Tribal Council on an annual basis
- Prepare annual operating program budgets for approval; oversee over 30 program budgets
- Enhance current tribal human services programs through 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 Quileute community
- Review and respond to programmatic complaints from community members
- 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
- Foster and increase staff education to enhance professional development
- Other duties as assigned

**SKILLS, KNOWLEDGE, AND ABILITIES:**

- Excellent communication and organizational skills
- Excellent interpersonal skills
- Excellent time management skills
- Ability to budget for department and programs
- Ability to meet deadlines
- Ability to write policies and procedures
- Knowledge of human services programs, such as ICW, Title VI Nutrition, TANF, LIHEAP, etc.
- Knowledge of the Federal Indian Child Welfare Act and the CFRs governing TANF, FDPIR, Title VI Nutrition and General Assistance
- Knowledge of Microsoft Office
- Knowledge of Microix or similar budgeting/purchasing software

**WORK ENVIRONMENT:**

- Office setting

**PHYSICAL DEMANDS:**

- Ability to lift up to 50 lbs.
- Prolonged periods of sitting
- Travel occasionally

**SUPERVISORY RESPONSIBILITY:**

- 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, and evaluating performance.

**QUALIFICATIONS:****Required Qualifications:**

- Bachelor's degree in Human Services, Social Work, Business or Public Administration or equivalent field.
- Five years recent work experience administrating human services programs in a tribal community. Relevant programs include, but are not limited to, Indian Child Welfare, Elders 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
- Excellent understanding of tribal sovereignty, government-to government relationships and PL 280
- Experience in human services program planning and development to include program policy and procedure development
- Demonstrated successful grant/contract research, writing, negotiating, implementation, monitoring, and reporting
- Five years recent working experience supervising employees, including job description development, training plan development, and conducting employee evaluations
- Recent working history of preparing annual operating budgets for individual programs and overall department of budgets
- Experience working with county, state, and federal agencies for the purpose of advancing tribal human services, including DSHS, HHS, BIA, and AAA

**Preferred Qualifications:**

- Master's degree in Human Services, Social Work, Business or Public Administration or equivalent field.
- Experience partnering with neighboring Tribes, when appropriate, to ensure seamless services for families
- Experience working with advisory committees, such as LICWAC or IPAC
- Experience collaborating with tribal and county court systems

**GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principal 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.

**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 screening and reference check.

**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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