



JOB ANNOUNCEMENT

POSITION TITLE: Social Services Manager
CLASSIFICATION: Exempt
DEPARTMENT: Health and Human Services
SUPERVISOR: Health and Human Services Director
SALARY: \$63,132.89 TO \$94,710.36 Annually
CLOSING DATE: August 2, 2019

Position Summary:

Under the direction and guidance of the Health and Human Services Director, the Social Services Manager is responsible for accomplishing the Social Services Department's strategic objectives by planning, organizing, and supervising all functions required to operate and maintain the Indian Child Welfare, Domestic Violence, Tribal Vocational Rehabilitation, Pueblo Project Connection programs and services designed to prevent the abuse and neglect of children. Ensures compliance with tribal, local, state, and federal statutes, regulations, policies and procedures.

Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Develops departmental plans, goals and objectives, policies and procedures in accordance with the strategic plan.
- Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with strategic plan.
- Improves staff effectiveness by counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Hosts regular staff meetings to ensure communication between personnel and program-related activities.
- Provides information and assistance to tribal members in matters of financial and economic need and refers to appropriate services.
- Develops and supervises the tribal adoption and foster care department including case management and the licensing and monitoring of foster care homes.
- Provides protective services to children and elders including the investigation and recommendation of interventions or placements in cases of neglect and child abuse.
- Counsels families and individuals; provides support and crisis interventions and referrals.
- Manages cases including staff and treatment plan supervision in departmental programs.
- Secures additional funding and grant monies for continuation and expansion of program services

- Provides community education related to child abuse and neglect, domestic violence, substance abuse, and family health and wellness.
- Supervises home-based family preservation services.
- Develops youth activities to deter juvenile delinquency and foster healthy lifestyles.
- Holds Child Protection Team meetings to discuss child abuse and neglect cases and make recommendations to the Courts as requested.
- Attends court hearings and makes recommendations to the courts as requested.
- Contacts Tribal Police department or other emergency service providers in the event of a crisis.
- Contributes to department's effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
- Keeps Governor and other departments informed of status of Social Services' activities by attending meetings and submitting reports.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's degree (Master's degree preferred) in Social Work, or related field, plus five years progressive work experience including two years supervisory experience. Must be a New Mexico State Certified Social Worker and/or Licensed Clinical Social Worker. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation including a motor vehicle check. Must possess and maintain a valid New Mexico driver's license and be insurable under the Pueblo's insurance.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of Santa Ana Pueblo traditions, language, history and culture.
- Knowledge of budget preparation.
- Knowledge of the Pueblo's judicial system.
- Knowledge of the effects and consequences of abuse and neglect.
- Knowledge of case management and crisis intervention.
- Knowledge of Alcoholics Anonymous' 12-step program.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.

- Ability to exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to work extended hours and various work schedules and be able to work on a 24-hour on-call basis as required.
- Ability to integrate training, experience, and common sense sufficient to identify potentially dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with children and families involved in abuse and neglect situations.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- **Ability to maintain confidentiality.**
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to become certified in First Aid and CPR.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

How to Apply: You may apply at www.santaana-nsn.gov or email your resumes and applications to greg.aguino@santaana-nsn.gov. Employment Applications are available at the Tribal Administration Building, Human Resources Office. For consideration, employment applications or resumes must be submitted on or before the closing date by 5 pm.