

## JOB OPENING ANNOUNCEMENT

(Repost)

**Job Title:** Social Services Director

**Report To:** Tribal Chairperson

**Department:** Social Services

**Job Vacancy:** YAN-23-006

**Status:** Full-Time / Exempt

**Starting Wage:** DOE

**Opening Date:** 1-23-2023

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

The Social Services Director is responsible for the overall management and delivery of the Yavapai-Apache Nation's Social Services Program in accordance to the BIA 25 CFR, Part 20, and policy provided in 66 BIAM.

### **QUALIFICATIONS:**

- Knowledge of the history, culture, laws, rules, customs and traditions of the Yavapai-Apache Nation.
- Knowledge of Federal and State Laws, rules, regulations and standards that apply to public social services programs.
- BIA Rules and Regulations specifically 25 CFR.
- Master's Degree in Behavioral Science and/or Masters in Social Work from an accredited University preferred.
- Minimum of five (5) years professional social work experience, prefer at least three (3) years' experience with Native American communities.
- Must have a minimum of five (5) years supervisory experience.
- Ability to make effective presentations on controversial or complex topics.
- Ability to apply principals of logical or scientific thinking to a wide variety of intellectual and practical problems.
- Evidence of continuing education to maintain any required certifications/licenses and update knowledge and skills.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Manages assigned staff and programs in the best interests of the Nation.
- Oversight day-to-day operations of the Social Services Department.
- Develops and implements Policies and Procedures of the Social Services Department.
- Makes periodic reports, both oral and written, to the Department of Health and Human Services, Tribal Council, State and Federal Agencies, boards, commissions, on the status of social services housing issues, grants, budgets, etc.
- Represents the Nation on social Services issues in meeting with Local, State and Federal Government officials as necessary.
- Develops, administers and effectively manages department budgets.

- Analyzes the short and long term needs of the Nation and develops strategic plans to meet those needs.
- Ensures that applications for funding are completed on time and submitted to the appropriate agencies and organizations. Searches for and identifies alternative funding sources.
- Provides advice to Department of Health and Human Services and Tribal Council on social services issues.
- Monitors expenditures and revenues to ensure that budget forecasts are met.
- Evaluates and reviews the performance of assigned personnel.
- Ensures that training and development opportunities are maximized for assigned staff.
- Supports and interfaces with other employees and Tribal members.
- Conducts, attends, and interacts in meetings with Yavapai-Apache Nation personnel, other public agencies and the public.
- Maintains professional education and interaction at meetings/conferences to keep abreast of changes in requirements which affect the Nation and current trends in the field.
- Maintains a positive working relationship with other Tribal employees.
- Must maintain complete confidentiality of all information relating to the individual's social services issues, except as required by law.
- Participates on various Nation work groups.
- Performs other duties as assigned.

### **Physical Requirements**

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**

