



THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112 • (435) 867-2659 (fax)

POSITION TITLE: Family Services Manager

DEPARTMENT: Health

PROGRAM: Family Services

LOCATION: Cedar City, UT

SUPERVISOR: Health Director

STATUS: Full-time, Exempt, Salary

SALARY: \$55,000 DOE

DATE APPROVED: October 29, 2018

OPEN: November 2, 2018

CLOSE: November 16, 2018 (may close early if enough qualified candidates are achieved)

JOB SUMMARY

Responsible for the operation and management of the Family Services program (Indian Child Welfare Program, Child/Adult Protective Services, BIA Social Services Programs, General Assistance, Burial Assistance, Vocational Training Assistance, Family Crisis Assistance, Tribal Child Care Assistance Program, Domestic and Sexual Violence Prevention and Advocacy) and other related programs.

JOB FUNCTIONS include, but are not limited to, the following:

1. Reviews grant opportunities which can support and/or expand services and assists in grant writing and administration.
2. Directs the operation of all Family Services programs and functions.
3. Supervises Family Services staff.
4. Coordinates events sponsored by the department and/or Tribe.
5. Coordinates services and events with other Program Managers, Department Directors and Tribal Administration.
6. Creates awareness of tribal/department/program functions with community partners.
7. Manages program budgets, ensuring compliance with contract and grant funding requirements/limits.
8. Coordinates with DHS departments (DCFS, OL, AAG) regarding Inter Governmental Agreement (IGA) adherence, revisions, and training.
9. Reviews and updates policies and procedures according to federal eligibility requirements for services, treatment, and placement of clients.
10. Reviews and audits case files regularly to ensure file compliance.
11. Reviews and approves third party billing for all licensed and credentialed staff.
12. Maintains Child Placing Agency license with Utah Office of Licensing.
13. Serves as the background Check Adjudicator.
14. Works closely with Human Resources on hiring new personnel, personnel performance issues, in-house training, and job description revisions.
15. Works closely with Finance on funding including program budgets and financial reporting.
16. In consultation with Department Director, consults with and provides recommendations and seeks approval from the Tribal Council regarding programming, policies, and grant submissions.
17. Monitors and evaluates contract and grant performance to ensure compliance; recommends action to correct deficiencies and seeks alternative funding.
18. Submits monthly, quarterly and annual reports on all program activities and accomplishments to meet contract and grant requirements.
19. May serve as tribal representative on community partner's executive and/or advisory boards.
20. Reviews and approves employee timecards, requests for travel, training and leave.
21. Supervises subordinate personnel including: determining workload and delegating assignments, training, monitoring and evaluating performance, and initiating corrective or disciplinary action.

22. Meets individually with program staff to review cases and provide consultation.
23. Attends professional staffing, hearing, and family meetings to support caseworkers.
24. Will occasionally supervise interns.
25. Supervises or arranges for supervision of staff hours toward obtaining certification or additional licensure.
26. Attends training and conferences to meet requirements for maintaining licensure.
27. Responds to requests from Tribal Council, Tribal Administration, and tribal members regarding service provision, eligibility, concerns, and questions related to program services and/or activities.
28. Creates, reviews, and oversees data collection for contract/grant reporting.
29. Reviews provider files and approves Foster Care licensure.
30. Other duties as assigned to support the efficient operations of the Tribe.

GENERAL REQUIREMENTS

- Must possess, maintain and provide proof of a valid Utah Driver's License.
- Must be insurable through the Tribe's vehicle insurance.
- Must pass a criminal and fingerprint background check according to P.L. 101-630 standards.
- Must be able to pass an alcohol/drug screening.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in social work, Psychology, or other social services license-eligible field of study. Preference given to Master of Social Work.

License Requirements:

- SSW unrestricted license minimum required. Prefer LCSW. Consideration given to CSW licensees that are actively working towards obtaining unrestricted license (must be obtained within two years from date of hire).

Necessary Knowledge, Skills and Abilities:

- Ability to establish and maintain effective working relationships with all levels of the organization and community.
- Ability to manage and perform with a high degree of autonomy, organization, and adaptability.
- Must be able to demonstrate respect for and awareness of Native American customs, traditions and socioeconomic needs.
- Must have excellent oral and written communication skills, including public speaking with large and small groups of different managerial, socioeconomic, cultural, ethnic and educational backgrounds.
- Must be willing to travel as needed.

The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.

The Paiute Indian Tribe of Utah complies with the Drug-Free Workplace Policy of 1988, which includes pre-employment drug testing and random drug testing once employed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.