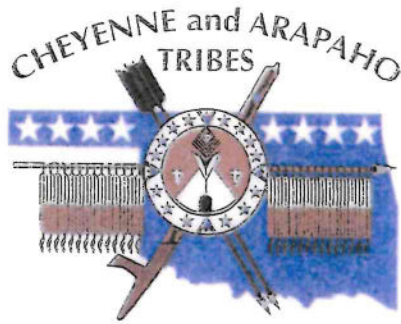


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Program Director
PROGRAM: Indian Child Welfare
LOCATION: Concho, OK
ISSUE DATE: October 21, 2022 **CLOSING DATE:** Until Filled

GENERAL DESCRIPTION:

Under the direct supervision of the Executive Director of Social Services. The incumbent supervises the administration, personnel management and direct practice duties for the Indian Child Welfare Program. Incumbent will always maintain the highest level of professionalism and confidentiality.

DUTIES AND RESPONSIBILITIES:

- Program Compliance:
 - Ensures compliance to federal regulations and policies:
 - Bureau of Indian Affairs (BIA)
 - Health and Human Services
 - HHS/FPS
 - HHS/IC421
 - Ensures compliance to tribal policies and procedures:
 - Procurement, Property, Personnel, etc.
 - Monitors state and tribal cases.
 - Attend state and tribal court.
- Program Budget:
 - Prepares and submits annual budget requests to federal funding agencies and the Tribes.
 - Prepares budget modifications as needed.
 - Monitors expenditures of funds; federal and tribal.
 - Works in conjunction with the Department of Treasury accountant on proper expending of federal and tribal funds.
 - Allocates funding on program needs and requests.
 - Attend annual budget hearings with the Legislative and Executive branches of government.
- Personnel:
 - Advertising, interviewing and hiring program staff.
 - Supervises program staff.

- Lead Caseworker
 - Caseworkers
 - Case aides
 - Administrative Assistant
 - Office Clerk/Receptionist
- Ensures all program staff to be properly trained.
- Handles all disciplinary actions, complaints, issues, and annual evaluations for employees.
- Reporting:
 - Submits monthly narrative and statistical report to the Executive Director of the Social Services Department.
 - Submits annual program report for tribal council.
 - Ensures quarterly and annual financial reports are submitted in a timely manner.
- Coordinate meetings/staffings:
 - Weekly staff meetings for ICW Caseworkers, Social Services Director, Child Protection Worker, Foster Care Program, Attorney General's office and Emergency Youth Shelter Coordinator.
 - Attend Adoption Review Committee meetings, as needed.
 - Attend monthly Social Services Department Coordinator/Director meeting.
- Make appropriate referrals to assist clients.
- Ability to work flexible hours, willing to work other than normal working hours, weekends, and holidays, as needed.
- Delegates and performs other duties as assigned.

QUALIFICATIONS:

- Master's Degree (In Social Work or related field preferred) or an equivalent combination of education and experience.
- Minimum five (5) years of supervisory or managerial experience.
- Minimum five (5) years of case work experience.
- Must have working knowledge of the Indian Child Welfare Program and the Indian Child Welfare Act.
- Must have knowledge of crisis theory and interventions.
- Must possess professional communication skills, written and oral, to Native and Non-Native communities, courts, state agencies, attorney's and the general public.
- Ability to maintain a high level of confidentiality on all client matters and other matters protected by the Privacy Act as well as other confidential regulations.
- OSBI and criminal background check required and be adjudicated appropriately.
- Must possess a current Oklahoma Driver's License.
- Must be insurable by the Tribes' vehicle insurance to operate a government owed vehicle.
- Knowledge of Cheyenne and Arapaho/Native American culture and values.

- Cheyenne and Arapaho tribal preference.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov