

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Position to be Filled:** Director

**Department:** Tribal Social Services

**Required Qualifications/Essential Duties:**

- Bachelor's Degree in social work, business or public administration or a closely related field;
- Significant progressively responsible management or executive experience in a public social services or similar human services agency; or a combination of training, education and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities;
- Valid California Driver's License –**Required**;
- Must be insurable through companies' carrier and maintain throughout employment –**Required**;
- Court advocacy for Tribal Members who are involved with Child Protective Services. Attend court hearings; file Notice and Orders of Intervention as needed. File Designated Placement as needed. Attend Delinquency hearing on a case-by-case basis;
- Develop and implement long and short term goals for the department such as plans for services, staffing, and budgets;
- Provide direction to subordinate staff in matters of department operations;
- Coordinate with and inform other groups and entities regarding Social Services Programs, Services and Initiatives. Seek and secure funding sources for Social Services Program;
- Develop community partnership with local service providers/agencies to ensure a broad array of service to meet the needs of Tribal Members;
- Supervise and coordinate the preparation and issuances of required reports for Tribal Administrator and funding agencies, i.e. Bureau of Indian Affairs (BIA), Department of Justice (DOJ) and Offices of Violence against Women (OVW);
- Meet with individuals and family members in homes, the office or attend group meetings to provide information and gather needs for program development and outside agency services;
- Review service plan and perform follow-up to determine quantity and quality of services provided to Tribal Members and status of individual's case;
- Available 24 hours a day for crisis situations in regards to Indian Child Welfare Act (ICWA) services;
- Coordinate case/client filing, activities and communications between the Tribal Social Services Departments and courts/referring parties;
- Attend State meetings and trainings regarding Indian Child Welfare Act (ICWA) law;
- Investigate and intervene with cases as needed to ensure Indian Child Welfare Act (ICWA) compliance;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Tribal Social Services Department.

**Reports To:** Tribal Administrator

**Starting Rate of Pay:** \$70,817.01-D.O.E. (Exempt)

**Approximate Hours:** 40+ hrs per wk

**Updated:** February 05, 2020

**Deadline:** Open Until Filled

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Department Director                      Date

\_\_\_\_\_  
Human Resources Director              Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.