

Wiyot Tribe
Health and Human Services Director
Job Description

Position Title: Health and Human Services Director

Position Summary:

Under the Supervision of the Tribal Administrator, the Health and Human Services Director shall maintain a good working relationship with client Tribal families and all related agencies. The Director shall work with families to provide casework services and direct therapeutic services. Will provide and link families with supportive services including but not limited to: Health and wellness, housing assistance, child care, job training, TANF, education services, substance abuse services, and parenting support. The Director writes grants, monitors and executes contracts, and completes related reports.

Major Duties:

- Maintain a good working relationship with local, federal and state agencies as they relate to the Social Services Department. Provide advocacy in court representing the Tribes interest.
- Identify programmatic grants and projects that will benefit the Tribal community. Assist in the preparation of social service related grants and contract applications. Direct operations of the social service department and related programs
- Preparation of all program reports and documents as they apply to the Social Service Program, Grant. Monitoring and delivery of program services.
- Maintain regular communication with the Tribal Council through monthly reports, attendance at Tribal council meetings.
- Maintenance of confidential records and departmental files.
- Provide for a resource and referral service to Tribal members.
- Assist Tribal members in applying for Higher Education Programs, Adult Vocational Training, General Assistance and Child Care funding, as well as any other related assistance.
- Indian Child Welfare

Position Requirements:

- Knowledge of Wiyot Tribe history, and the current social and environmental conditions that affect the Tribal community. Current California Driver's License and Automobile Insurance.
- Ability to maintain a professional relationship with staff, Council, and Tribal members. Must represent the Wiyot Tribe in a professional manner.
- Knowledge of state, federal and local governmental agencies policies and regulations as they relate to the position.
- Ability to interpret grant and contracting regulations.
- Ability to represent the best interests of the Tribe at all times.
- Current California Driver's License and Automobile insurance.

Education & Experience

Degree in Social Work, Sociology, or Psychology plus experience working in a Tribal setting is strongly desired. A combination of training and professional experience may qualify.

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Conditions of Employment

- All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment and random drug screening.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- When necessary, must be able to lift 25 to 50 pounds.
- The Wiyot Tribe offers a hiring preference to qualified Native American applicants. Proof of tribal membership is required to receive the hiring preference.
- Full time positions include paid medical, dental, vision for the employee and dependents. The Wiyot Tribe is an "at will" employer a relationship in which either party can terminate the relationship with no liability.