

**MIAMI NATION
IN-HOUSE JOB ANNOUNCEMENT**

POSITION TITLE: SOCIAL SERVICES DIRECTOR
CLASSIFICATION: EXEMPT
STATUS: FULL-TIME

DATES OF POSTING PERIOD: OCTOBER 7, 2016 – UNTIL FILLED

JOB SUMMARY: This position is under the supervision of the Executive Officer and will be located at Miami Nation Social Services Department located at 125 N Main, Miami, OK.

MAJOR JOB FUNCTIONS:

- Responsible for the daily operations of the Social Services Department
- Supervision of all Social Services Department staff
- Responsible for the oversight of all social service programs which provide services to Miami families and children
- Knowledge and experience with ICW laws and case management
- Represent the Nation in legal matters related to cases involving Miami families and children
- Must be able to maintain the highest level of confidentiality
- Oversight of all departmental budgets and expenditures
- Preparation of federal reports, reports for grants, letters, forms and legal documents for associated programs

OTHER JOB FUNCTIONS:

- Writes monthly progress reports to be submitted to the Executive Officer
- Maintains a current monthly schedule and appointment calendar
- Typing, filing, data entry, etc.
- Other duties as assigned

This position includes, but is not limited to the job functions listed above.

MINIMUM QUALIFICATIONS:

- Licensed Masters of Social Work, preferred
- Previous experience in the planning, development, organizing and implementation of social work programs, including ICW, PL102-477, Substance Abuse, Supervised Visitation, Housing, LIHEAP, Title IVB
- Ability to effectively communicate, with excellent verbal and written skills
- Must be knowledgeable of federal grant and contract procedures
- Must possess a high integrity regarding confidential and sensitive information
- Advanced knowledge of general office practices and procedures
- Computer literate, specifically with Microsoft Office
- Must have the ability to work unsupervised while meeting deadlines

- Maintain a professional image and atmosphere
- May be required to work beyond normal working hours
- Must pass criminal background
- Must possess a valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

JOB DEMANDS:

- Work is primarily performed in an indoor office setting

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act.