



## Resighini Rancheria Job Description

**Job Title:** Director of Human Services  
**Department:** Human Services Department  
**Reports to:** Executive Director  
**FLSA Status:** Exempt  
**Salary:** GS 12/13 (\$77,488-\$119,787)

**SUMMARY:** The Director of Human Services is responsible for the planning and delivery of programs and services that support the social, health and wellness, and educational needs of the Tribal citizens of the Resighini Rancheria. This position is within the newly established Human Services Department and is supervised by the Executive Director. The Human Services Director will be responsible for the foundational development of this department, including the planning and creation of new programs and services, as well as the delivery and expansion of existing services. As the department grows under the leadership of the Human Services Director, this position will supervise department staff, including program managers, coordinators, and/or technician-level. This multi-disciplinary position is responsible for ensuring successful implementation of all social, health and wellness, and educational related programs and services of the Tribe. This position is primarily grant funded and grant writing and management is a necessary function.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Under the guidance and direction of the Executive Director:

- Lead the development of the Human Services Department in an effort to provide programs and services that meet the social, health and wellness, and educational needs of the Resighini Rancheria Tribal citizens.
- Seek to develop the staffing capacity of the Department to deliver new and existing programs and services.
- Day-to-day administration of programmatic, technical and financial information related to the Department.
- Conduct and oversee the delivery of existing Tribal programs, including Indian Child Welfare (ICWA), Low Income Home Energy Assistance Program (LIHEAP), Low Income Household Water Assistance Program (LIHWAP), and scholarships.
- Connect with outside programs and services and make referrals.
- Conduct Needs Assessments to identify programs and services that would best fit the needs of the Resighini Rancheria Tribal citizens.
- Responsible for and oversight of grant writing, grants management, and related reporting.
- Work with legal counsel to develop and/or update Department-associated Tribal Ordinances.
- Create resolutions, policies & procedures, standard operating procedures and other administrative materials to implement Department-associated Tribal ordinances.
- Manage and develop budgets for the Tribal Annual Budget process and grants/contract purposes in coordination with the Fiscal Department.
- Provide monthly reports to the Tribal Council and seek their guidance and approval, as needed.
- Work closely with the Resighini Rancheria Tribal citizens to support their social, health and wellness, and educational wellbeing and betterment.

*Approved January 12, 2022*



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- Work with federal, tribal, state, and local governmental entities, nongovernment organizations, and others to address the social and wellness, health, and educational needs of Resighini Rancheria Tribal Citizens.
- Advocate on behalf of the Tribe in the areas of social, health and wellness, and educational needs of Resighini Rancheria Tribal citizens.
- Organize and convene planning meetings, training, and other events, as required, including developing outreach materials.
- Other duties, as assigned.

**SUPERVISORY RESPONSIBILITIES:** This position has supervisory responsibilities.

**MINIMUM JOB QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform all essential duties satisfactorily and have the initiative to work independently to accomplish the tasks required. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- BA/BS degree in social work or closely related field.
- Directly related work experience may be considered in place of a degree at a 1:2-year ratio (higher education to direct work experience).
- 1-2 years of supervisory work experience.
- 3-5 years of experience working in social, health, and/or educational programs.
- Demonstrated experience in securing and managing federal and/or state grants in related field.
- Must have the ability to use, with a high level of competency, Microsoft Office programs.
- Must have the ability to communicate clearly, both orally and in writing and express one's self clearly and concisely for purposes of correspondence, reports, and communication between workers, with Tribal Council, and with outside entities.
- Must have the ability to read, analyze, and interpret general written information, professional reports and safety materials.
- Must be a team player and be flexible to adapt to changing circumstances.
- Must possess the ability and desire to work with the Resighini Rancheria tribal community.
- Must be willing to travel as needed, including by airplane, to attend conferences and trainings.
- Must have a valid driver's license and be insurable.

**PREFERRED JOB QUALIFICATIONS:**

- Knowledge of Yurok culture and language.
- Knowledge of the Indian Child Welfare Act.
- 3-5 years of experience working in Tribal communities and/or for a Tribal government.
- MA/MS degree in related field.

**CONDITIONS of EMPLOYMENT:**

- Position is a full-time position.
- Position is grant-funded and, therefore, dependent on securing grant award(s).



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- All applicants are subject to the Tribe's Substance Abuse Policy, including pre-employment screening.
- All applicants will acknowledge and abide by all Resighini Rancheria personnel and other policies and procedures.
- Preference will be given to qualified Native American applicants subject to the Tribe's Human Resources Policy & Procedures.
- Must be able to navigate and hike in rugged and remote areas. The employee must occasionally lift and/or move up to 50 pounds.

By signing, I acknowledge receiving a copy of this job description and I understand the content and expectations of the position.

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Applicant

Date

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Executive Director

Date