

**SUQUAMISH TRIBE  
JOB DESCRIPTION**

**Title:** Director, Tribal Child Welfare Program    **Department:** TCW

**Exempt/Non-exempt:** Exempt                      **Reports to:** Human Services Director

**Job Summary:**

Under the oversight of the Human Services Director, administers and provides direction to the Suquamish Tribal Child Welfare Services Program which includes multifaceted programs, and services in order to provide equitable and timely delivery of or referral to services to Suquamish families as mandated by the Tribal Code or the Indian Child Welfare Act.

**Major Responsibilities and Duties:**

Ensure that the Suquamish Tribal Child Welfare Program operations are consistent with Tribal ordinances, policies, procedures, and culture.

Develop programs and services that will promote the positive stabilization of family units in which Suquamish children's right to safety is paramount.

Collaborate across programs, departments, and divisions to achieve holistic, integrated, services that meet the diverse needs of Suquamish families.

Ensure that Tribal Child Welfare services are implemented with due care and within the available funding protocols, that services are delivered using best practices, and that client information and records are confidential and protected.

Ensure that a record management system for Tribal Child Welfare services is established, implemented, maintained and evaluated, and that compliance and timely submittal of reports is a priority.

Engage in collaborative work to achieve necessary Tribal code, program policies, procedures and protocols development and implementation including, but not limited to, conducting public forums, soliciting input of those for whom the codes are meant to regulate, and, that such codes and policies contain provisions for cultural appropriateness.

Coordinate and execute major program activities with agencies of other governments and/or private agencies in the effective provision of services to program recipients.

Ensure direct social services to clients through recognized best practices, monthly home visits, telephone contacts, written reports and documents.

Provide case consultation to caseworkers and other staff and ensure the delivery of comprehensive, coordinated, and individualized child welfare services to eligible families under the Suquamish Tribal Code.

Ensure that Tribal Child Welfare staff interactions with Tribal and state courts are of the highest professional standards including professionally prepared court reports, case plans, testimony, and that timelines established by statute, ordinance, or the court are consistently met.

Set job expectations for staff and supervise performance; prepare written performance evaluations; initiate corrective and disciplinary action if necessary in accordance with Tribal personnel policies and procedures.

Ensure the education and training of Tribal Child Welfare staff and care providers is current, meet best practice standards, and is in compliance with relevant regulation and or obligations.

Administer all contracts and grants including ensuring that all required reports are submitted on time and contract requirements are met.

### **Specific Knowledge, Skills and Abilities**

Demonstrated ability to plan, direct, and evaluate a performance-based complex work program.

Demonstrated knowledge of the professional and technical aspects of the programs and services administered.

Demonstrated successful supervisory skills including, but not limited to staff evaluations, problem-solving, maintaining effective working relationships, and facilitating staff productivity.

Demonstrated knowledge of Tribal Courts, Indian Child Welfare and culturally appropriate services.

Must be well-organized with the ability to prepare and distribute information confidentially and with discretion.

Demonstrated ability to express ideas effectively, both orally and in writing.

Demonstrated skills in word processing, spreadsheets, database, and presentation software.

### **Qualifications:**

Must have certification in child welfare services, such as National Indian Child Welfare Association certification or State certification or obtain certification before the end of the probationary period.

Must have CPR/First Aid certification and tuberculosis test.

**Education and/or Experience**

M.S.W. preferred.

Minimum Bachelor's Degree in relevant field and 5 years' experience in children's services program administration or management.

**Supervisory Responsibilities:**

Direct supervision of Tribal Child Welfare managers, caseworkers and administrative staff; potential supervision of volunteers.

**Interpersonal Contacts:**

Regular in-person and electronic communication with other tribal departments, particularly Tribal Court, Human Services, Wellness, Police and Legal Department.

Regular contact with external agencies related to child and family welfare services policies and procedures and accessing services for client families.

**Job Conditions:**

Work is performed in an office setting but frequent travel to perform client services and attend meetings is required.

**Disclaimer:**

This job description in no way implies that these are the only duties to be performed by the incumbent. At all times, employee will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times employees may also be required to perform Higher-level duties and may need to receive additional instruction and/or increased supervision to accomplish these higher-level duties.

**State and Tribal Background check required; Valid WA State Driver's License required  
Pre-Employment drug testing required; Native American preference**

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date