

**CHER-AE HEIGHTS INDIAN COMMUNITY  
OF THE TRINIDAD RANCHERIA**  
Job Description

**Job Title:** Social Services Assistant Director  
**Department:** Social Services  
**Program:** Victim Services  
**Reports To:** Social Services Director  
**FLSA Status:** Exempt/Full Time  
**Prepared By:** Victim Services Coordinator, HR  
**Prepared Date:** 7/15/2023 Revised: HR 9/1/2023 Revised: HR 11/5/2024  
**Approved By:** Social Services Director, CEO  
**Approved Date:** 9/6/2023, 9/27/2023(CEO)

**Summary:**

Under the general supervision of the Social Services Director, the Assistant Director will assist the Director in the general operations and implementation of Social Services Department Programs including Victim Services, SUD Program, the Indian Child Welfare Act, tribal member advocacy, program planning, outreach, counseling, other agency referrals, and grant management. The Assistant Director will also assist the Director in the future planning, developing and implementing new programs determined necessary by the Tribal Council to meet the needs of Trinidad Rancheria Tribal Members.

**Responsibilities and Duties:**

- Assists in the planning, formulation, coordination, and implementation of all departmental program activities.
- Development of policies and procedures for all program activities.
- Plans and develops grant applications per the department's goals and objectives
- Develops and recommends plans consistent with the overall mission of the Trinidad Rancheria.
- Supervise and maintain the case management database and reporting tools and act as point of contact with the software developers.
- Locate and apply for additional grant funding for the Social Services Department as needed.
- Manage and administer Tribal Social Services Grants.
- Prepare, modify and maintain assigned grant budgets.
- Attend trainings and webinars to stay up to date on grant management and reporting.
- Supervise and assign tasks to the Social Services Office Manager.
- On-board new hires.
- Assists and provides supervision of Social Services' Victim Advocate positions.
- Oversee the maintenance of the Department's facilities and coordinate with Tribal departments on repairs, improvements, changes.
- Maintain effective professional working relationships with various social service agencies to ensure effective delivery of services.

- Implements internal and external reporting systems and procedures for monitoring and controlling program activities.
- Shall work with a high degree of independence in administering services and in using agency or community resources.
- Other duties as assigned.

### **Qualifications:**

- Demonstrated ability to work effectively with Native American people in culturally diverse environments.
- Ability to manage time well and work under stressful conditions with an even temperament.
- Ability to plan, organize and implement outreach programs that optimize participation, including those activities that involve volunteers.
- Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
- Must have strong written and communication skills.
- Proficiency with computers and Microsoft Office or similar programs.

### **Education and Experience:**

- Must possess a BA/BS Degree in Social Work or related field (MSW preferred).
- Must have two years social work experience in public, Tribal, or private services agency.
- Must have familiarity with Child Welfare Practices.
- Must adhere to confidentiality and HIPAA policies.

### **Other Qualifications:**

Valid California driver's license and be insurable through Tribal Insurance.

Must pass pre-employment drug screen.

Must pass Tribal Background check and submit to fingerprints, consent to criminal history record check, and submit a separate application for suitability.

Required to report any violation of a criminal statute within one working day of the charge or conviction to immediate supervisor.

Must be able to travel 10% of the time

Indian Preference to qualified applicants.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The

employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_