Employment Announcement:  PRNL-16-18

Opening Date:  October 23, 2015
Closing Date:  November 12, 2015

Position:  Child & Family Services Program Manager
Immediate Supervisor:  Human Services Director
Condition of Employment:  Regular Full Time
Salary Grade:  Grade 23 Entry ($24.35)

ORGANIZATIONAL LOCATION & DUTY STATION:  Human Services Building in Winnebago, Nebraska 68071

HOW TO APPLY:  Applicants must submit the following applicable documents to: Winnebago Tribe of Nebraska.  ATTENTION:  Personnel Office, P.O. Box 687 Winnebago, Nebraska 68071.  For further information on this vacancy, call Patricia Medina, Personnel Officer at 402-878-3128.  Applicants must submit a letter of application for the SPECIFIC position applied for, with a complete resume including cover letter and two (2) letters of reference OR a letter of application with a completed application form and two (2) letters of reference.  If claiming Indian preference, verification of Indian quantum and or veteran status must be confirmed.  INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.  Applications and required documents must be received by the Personnel Office NO LATER THAN THE CLOSING DATE: FAILURE TO SUBMIT THE REQUIRED DOCUMENTS BY CLOSING DATE WILL RESULT IN NOT BEING CONSIDERED FOR THE POSITION.

NATURE OF WORK:
Under limited supervision, responsible for the management and oversight of the Child and Family Services (CFS) Program, which is a multifaceted program within the Department of Human Services.  Functions include, but are not limited to: child protective services, adult protective services, family support services, foster care, independent living, and ICWA.  Performs activities necessary to plan, organize, direct and evaluate the activities of the program through staff supervision, resource management, program operations, and development and revision of policies, procedures and program objectives with adherence to regulatory guidelines.  Coordinates program function and services with State, local, and federal agencies, health professionals and service agencies.  Responsible for the implementation, monitoring, compliance, and reporting requirements for all CFS funding sources.  Will be a member of the management team for the Human Services Department and perform related work as assigned.

ILLUSTRATIVE EXAMPLES OF WORK:
1.  Plans, organizes, directs and coordinates the activities of CFS to ensure compliance with applicable policies, plans, and legal requirements in the delivery of services.
2.  Responsible for working with the Director in the continuous development of tribally specific child welfare strategies and supports for children and families served.
3.  Evaluates and performs quality assurance functions to ensure work performed is in compliance with applicable agency, federal, and state rules and regulations, and monitors outcomes for children and families.
4.  Plans, assigns, directs and evaluates the technical and operational activities of assigned staff to attain the goals and objectives of the program/function and to ensure consistent application of administrative and/or program policies, procedures, standards, and guidelines.
5. Provides guidance to contractors, community partners, and stakeholders regarding operations, rules, and regulations of the program or specific function(s).
6. Coordinate staff development to ensure appropriate knowledge in the policies, procedures, and practice of social protective service case work to improve and maintain job performance levels and meet standards.
7. Supervise case conferences for case assessment, consideration of case problems, case planning and/or determination of legal requirements with staff.
8. Plans, directs, and coordinates the collection and compilation of statistical, economic, demographic and/or administrative data to determine the needs of program clients, to assess effectiveness of services and for development of future initiatives, programs and/or services to meet the identified needs (long range planning).
9. Confers with other service providers, behavioral health staff, court and law enforcement staff, school personnel, and interested individuals in the community to ensure coordination of services, promote and develop community resources and raise awareness of social welfare problems.
10. Plans for and manages the resources necessary to operate and maintain assigned function(s). Assists in the development of grant applications, federal and state plans and plan amendments, program evaluation plans, and reports.
11. Monitors and grants activities including activities provided by partners and/or contractors; reviews and approves payments and work plans; and provides technical assistance to ensure the goals and objectives are met.
12. Develops and recommends new and revised statutes, rules, policies and procedures to respond to changes in operational/program needs, objectives and priorities, and to improve the effectiveness and cultural fit of the assigned program/function.
13. Resolve issues/problems that impair the effectiveness or to ensure the cultural fit of specific program/function.
14. Plan, develop and/or coordinate pilot projects related to programs and/or services to facilitate the establishment and evaluation of new or innovative program activities.
15. Monitor budget and approve payments for program expenditures such as programs, staffing, services, facilities and equipment.
16. Complete reporting requirements for funding agencies and tribal administration.
17. Develop and maintain effective relationships with program partners, agency stakeholders and the public.
18. Attend meetings and trainings as required for program administration and collaboration. May be invited to engage in public speaking, group work, and networking opportunities with other agencies.
19. Serves as a member of the Human Services Department Management Team, and participates in the development of department policies pertinent to overall organizational management, resource development planning, financial management and service coordination.
20. Complete other related duties when assigned.

QUALIFICATIONS:
1. Master's Degree in Social Work (MSW), two (2) years' work experience relevant to the job, and one (1) year experience working with Native Americans is required.
2. Must have excellent interpersonal, communication, and organizational skills.
3. Must be timely, dependable, courteous, and maintain a business-like appearance.
4. Knowledge of Confidentiality Laws and Regulations and ability to maintain the strictest confidentiality.
5. Knowledge of the principles and techniques of business and management including planning, budgeting, resources allocation and human resources.
6. Knowledge of the principles of plan and grant development and grant/contract administration.
7. Knowledge of the techniques of research, planning, and evaluation; work performance or other standards of development; program analysis/evaluation; and policy development.
8. Knowledge of Winnebago culture and traditions is highly desirable and a willingness to learn is required.
10. Ability to plan, assign, direct and evaluate the work of subordinate staff.
11. Ability to learn, apply and interpret agency policies and procedures to specific program or function.
12. Ability to apply instructions; summarize program and administrative data/statistics into reports; and formulate goals and plans.
13. Ability to operate computer software and hardware is required. Experience using the NFOCUS data system is highly desirable and the ability to learn the system is required.
14. Must be able to develop and maintain effective relationships with program representatives and the public.
15. Must possess a valid driver's license, maintain valid insurance, and be insurable under the Tribe's insurance policy.
16. Must be of good moral character. Will be required to pass a federal background check and submit to pre-employment drug testing.

All applicants will comply with 45 CFR 1301, Subpart D, Section 1301.31, C and D, which requires all prospective employees to sign a declaration prior to employment regarding all arrests and convictions of child abuse or violent felonies, and to comply with PL 101-630 and PL 101-637 regarding criminal records check.

Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. In the absence of qualified Indian applicants considerations shall be given to applicants without regard to race, color, religion, sex, national origin, age marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Amy Plante
JOB CLEARANCE SIGNATURE

10-33-15
DATE