

**Pit River Tribal Office**  
36970 Park Ave  
Burney, CA 96013  
www.pitrivertribe.org



**Human Resources Dept.**  
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

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Agnes Gonzalez Tribal Chairperson	Ida Riggins Tribal Vice Chairman	Russell Eleck Recording Secretary	Jolie George Tribal Secretary	Brandy McDaniels Tribal Treasurer	Andrew Mike Sgt.-At-Arms
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**Title:** Social Services Director  
**Classification:** Exempt/Full Time  
**Annual Wage:** \$63,420 – \$82,749  
**Reports To:** Tribal Administrator

**Introduction:** Plans, directs, and administers the daily operation of the Social Services, ICWA, TANIF, and all other Human Services department, goals, and objectives by planning, directing, monitoring, and evaluating the day-to-day operation of all departmental functions and staff. Ensures the efficient and effective provision of social services to meet the needs of the community.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**Essential Duties and Responsibilities:**

- Plans, directs, and monitors department productivity and quality goals; conducts annual program review and assessment.
- Completes and submits federal funding reports; advocates on behalf of Tribe with BIA and state and federal agencies.
- Collaborates with BIA and California; provides consultation to federal and state agencies on funding and case collaboration.
- Directs the development of treatment plans including protective services, preventive or restorative services, and substitute care services; reviews all client documentation; manages cases as needed.
- Develops and participates in 24 hours on-call rotation schedule.
- Investigates reports alleging child abuse or neglect in conjunction with law enforcement; interviews children and parents to collect evidence of abuse or neglect; conducts a comprehensive risk assessment to determine the report's validity.
- Determines appropriate action to ensure the safety of children and elders; identifies and prioritizes needs; establishes treatment goals; obtains medical treatment; creates an action plan to achieve goals.
- Develop and implements new social services activities and programs
- Creates policies and procedures for staff to ensure consistency and adherence to department goals.
- Hosts regular staff meetings to ensure communication among staff regarding department related activities
- Assists in evaluating client applications for various department services and determines eligibility as needed

- Participates in community-centered activities; provides social service training and awareness presentations to local agencies and schools.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Writes proposals and grants to secure additional funding and grant monies to continue and expand program services.
- Maintains current working knowledge of trends in social services
- Prepares and presents reports on the status, activities, and plans for current and future operations; keeps leadership, Tribal Council, and other departments informed of the status of department activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences
- Performs other duties as assigned.

**Education and experience:**

- Bachelor's degree in relevant field or equivalent life/work experience
- Masters Degree in Social Work or related field preferred
- Five years progressive experience in providing social and administrative services; three years in a supervisory capacity
- Knowledge of legal issues affecting survivors of domestic violence
- Valid driver's license
- Must pass a background check
- First Aid and CPR Certifications
- Demonstrated ability to work cooperatively with other professionals
- Knowledge of policies and procedures manual and job-related duties
- Must be able to comply with Pit River Tribe Drug-Free Workplace Policy

**KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS:**

- Knowledge of Pit River Tribe traditions, language, history, and culture
- Knowledge of Indian Child Welfare Act (ICWA).
- Knowledge of department organization, functions, objectives, policies, and procedures
- Knowledge of Pit River Tribe civil codes as it relates to children in need of care.
- Knowledge of the effects and consequences of abuse and neglect
- Knowledge of case management and crisis intervention
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergencies.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to exercise independent judgment.
- Ability to handle multiple tasks and meet deadlines
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Ability to maintain confidentiality.
- Ability to work extended hours and various work schedules and be able to work on a 24-hour on-call basis as required

**Workplace Environment:**

**Working Environment:** The environment involves the usual risks and stress of an office environment.

**Working Conditions**

Work is performed in an office with limited storage, filing and work space. Frequent interruptions may occur from staff and Tribal Members.

**Note:** This position requires awareness **and** deep appreciation of Indian traditions, customs, and socioeconomic needs. It requires the ability, at all times, to meet and deal effectively in contact with Indian people and organizations. This position requires tact, courtesy, confidentiality, discretions, resourcefulness, and sound judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color, religion, sex, age, national origin, marital status, ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability.

**Native Preference:** Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

**Acknowledgment:** This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and this position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description or by the completion of any conditions of the employee's job is intended to create a contract of employment of any type.

**Applications and Job descriptions:** can be downloaded from the Pit River Tribe website at <http://pitrivertribe.org/tribal-employment/> or from the HR Department at Tribal Administration. All applications must be completely filled out, legible, and with reliable contact information, including your email address if available. Incomplete applications will not be considered. For supervisory, management, or Director positions, it is helpful to include a current resume and cover letter articulating why you would like to work for the Pit River Tribe and how you feel you can best serve in the position opening.

**Contact:**

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