



**COWLITZ INDIAN TRIBE
DEPARTMENT OF HUMAN RESOURCES
JOB ANNOUNCEMENT**

POSITION DESCRIPTION

Title: Human Services Director

Schedule: Monday through Friday

Location: Longview, WA

Classification: Full time

Opening Date: December 12, 2017

Salary Range: \$46.00 to \$56.00 per hour

Closing Date: Open until filled

Position Summary: This position has management and administrative responsibilities for the Cowlitz Indian Tribe's human services programs as assigned. Current programs include Indian Child Welfare, Pathways to Healing, Elder's, and Vocational Rehabilitation.

Essential Functions:

Prepare annual budgets; manage expenditures not to exceed budgets.

Develop and review grant applications.

Serve on local, state, and federal work groups, boards, advisory committees etc. as directed.

Supervise Tribal ICW workers who manage caseload State wide.

Recruit, hire, and evaluate program directors as their immediate supervisor.

Have knowledge and maintain a working knowledge of the Indian Child Welfare Act.

Recruit, hire and evaluate Indian Child Welfare (ICW) employees as their immediate supervisor.

Carry and provide case planning activities for "out of state" Cowlitz ICW cases.

Intervene as a party to the case in out of state courts on behalf of Cowlitz families that have entered that state's child welfare system.

Attend court hearings, usually by phone, as a party to the case in out of state Cowlitz Child Welfare cases.

Consult with and assist out of state Child Welfare workers in case planning for Cowlitz families that have come to the attention of that state's child welfare system.

Prepare correspondence for document transmittals, including statistical, financials and programmatic reports as directed.

Make public presentations and presentations to Tribal governing boards.

Coordinate services with Tribal, local, state and federal agencies.

Education and Experience Required

Master's degree required prefer Social Work or a closely related field.

Five years of supervisory experience.

Three years of experience in Child Welfare services.

Must to submit and pass drug screening and criminal background check.

Other Experience

The preferred candidate will have experience working in Tribal programs.

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail resume and cover letter to:

Human Resources Department
Cowlitz Indian Tribe
P.O. Box 2547
Longview, WA 98632

