



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

Cansayapi Otunwe

LOWER SIOUX INDIAN COMMUNITY HUMAN SERVICES DIRECTOR - JOB DESCRIPTION

JOB TITLE: Human Services Director
DEPARTMENT: Woniya Kini Behavioral Health Services & Lower Sioux Social Services
REPORTS TO: Lower Sioux Tribal Council

SUMMARY:

The Human Services Director provides oversight of several non-clinical programs within the realm of human services for Lower Sioux Indian Community including Indian Child Welfare and behavioral health (mental health, outpatient chemical dependency treatment, aftercare, etc.) services for the Lower Sioux Indian Community members and the clients of the Woniya Kini Behavioral Health programs. The Human Services Director reports administratively to the Lower Sioux Tribal Council. The Human Services Director is responsible for the oversight of staff in these areas, strategic planning including grant writing and personnel management to provide for the needs of the Lower Sioux Indian Community.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree (master's preferred) in related field (e.g. social work, sociology, public administration, chemical dependency counseling, human services, etc.)
- Experience in social work, counseling, education, psychology, chemical dependency or related field
- Knowledge of shared-governance structures
- Supervisory experience preferred

QUALIFICATIONS:

- Must maintain a sober lifestyle. If applicable, has at least two (2) years of documented sobriety
- Must have valid Minnesota driver's license and proof of insurance
- Must pass P.L. 101-630 background check
- American Indian/Alaska Native preference applies
- Ability to communicate effectively orally and in writing with superior supervisory and customer service skills
- Knowledge of human services and general case management practices necessary
- Experience and understanding of general mental health / psychology / chemical dependency concepts and the ability to make the appropriate referrals
- Public speaking skills

- Computer skills including Microsoft programs and documentation programs for client services
- Demonstrated ability to take initiative and perform well with autonomy
- Familiarity with both tribal and non-tribal health and human service agencies
- Cultural awareness of Dakota values, lifestyles, traditions and /or law & custom
- Ability to travel within the state on a somewhat regular basis
- Excellent attendance and punctuality is a must

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees and coordinates services to clients of Lower Sioux Indian Community involved with Social Services and the Woniya Kini Behavioral Health program
- Provide advocacy for client access to off reservation community based services
- Perform timely preparation and submission of daily, weekly, and monthly paperwork including client services logs and supporting documentation for client tracking and reimbursement
- Perform timely preparation and submission of grant applications and work closely with the grant writer and grant manager
- Identifies grant opportunities and compiles grant applications
- Maintain visibility in the community and participate in community activities including awareness that fosters greater acceptance of mental health related issues
- Educate reservation and non-reservation American Indians (possibly other providers, when available) on mental health issues to raise awareness and minimize the stigma associated with mental illness
- Coordinate all program goals and objectives and be responsible for seeing that all conditions of the mental health federal block grant contract are identified, carried out and completed
- Adhere to program policies and procedures, as well as, all Lower Sioux Indian Community Human Resources Policies and Procedures
- Contributes to a positive work environment to support teamwork, shared-governance and the mission & core values of the Lower Sioux Indian Community
- Attend all mandatory meetings and trainings as required
- Collaborates with internal (community departments, police) and external stakeholders (county agencies, service providers, State of Minnesota, etc.)
- Provides staff development to social workers, chemical dependency workers, counselors and staff
- Maintain confidentiality and a high degree of professional ethics at all times
- Conducts staff performance appraisals and recommends wage changes
- Evaluates program efficacy and provides staff reviews
- Weekly review of client caseload with other members of the treatment team (when necessary)
- Oversee the programs and services for Indian Child Welfare, emergency food shelf, family advocacy program, child care licensure, and foster care licensure
- Develops and manages annual budget for Social Service & Woniya Kini Departments; ensuring that the budget is consistent with funding requirements and tribal policies
- Review and recommend amendments to tribal policies to ensure congruency
- Work with the Tribal Council and Mental Health/Prevention Committee, other committees, staff, directors, community members and others to identify program needs
- Seeks funding for new programs and facilities as directed by the Tribal Council
- Collects data to support funding requests
- Ensure that social services are delivered in a manner consistent with funding agencies' requirements, applicable laws and regulations and tribal policies
- Oversee strategic planning for the departments
- Represent the Tribe to social services entities, locally, regionally and nationally, as needed
- Prepare reports for community including newsletters and quarterly meetings

- Monitor compliance with funding source requirements
- Prepare regular reports for the Tribal Council
- Respond to community concerns in the delivery of social services and treatment services
- Provide supervision and direction for all departments
- Maintain strict confidentiality of all client information
- Other duties as assigned

WORKING CONDITIONS:

Will be working in an office at a desk with regular visits to area organizations, schools, homes, and offices within the Lower Sioux Indian Community. Ability to move between tribal buildings to attend meetings or round with staff is required. May be required to work nights and weekend when necessary to meet the needs of the program and clients.

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Tribal Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: _____

Signature: _____

Date: _____