JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position:	**Social Services Director**
Department:	**Social Services**
Supervised by:	**COO and/or Designee**
Pay Grade:	**E6 $78,705-$110,187 DOQ**
FLSA:	**Full-Time; Exempt**

Position Summary: The Social Services Director is responsible for the strategic leadership, administration, and management of the Tribe's Social Services programs, including but not limited to the Indian Child Welfare Act (ICWA), Relief After Violent Encounters (RAVE), Housing Programs, and other culturally relevant support services. The Director ensures that programs operate in compliance with tribal, state, and federal regulations while maintaining a strong focus on cultural values, self-sufficiency, family preservation, and community wellness.

Indian Preference: *The Bishop Paiute Tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.*

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Provide leadership and oversight of all social services departments, ensuring effective program development, implementation, and evaluation.
- Supervise departmental staff, including program managers and support personnel, promoting a collaborative, respectful, and culturally competent work environment.
- Oversee ICWA compliance, case management services, and child advocacy in accordance with tribal sovereignty and legal mandates.
- Direct operations of domestic violence services including RAVE, ensuring victims of crime have access to advocacy, shelter, transitional services, and healing resources.
- Guide housing programs and client support services.
- Collaborate with tribal leadership, local agencies, and community stakeholders to develop partnerships, funding opportunities, and community resources.
- Prepare and manage departmental budgets, ensuring fiscal responsibility and grant compliance.
- Develop policies and procedures to support the ethical, legal, and culturally informed delivery of services.
- Serve as a liaison with tribal, local, state, and federal agencies, representing the Tribe in meetings, negotiations, and planning efforts.
- Monitor data collection and reporting to ensure quality assurance and outcome-based program evaluation.
- Participate in strategic planning and tribal initiatives that impact social services delivery.
- Ensure services are trauma-informed, culturally grounded, and aligned with the mission and vision of the Tribe.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

- Master's degree in Social Work, Psychology, Tribal Governance, or related discipline.
- Four (4) years of experience in social services management.
- Three (3) years in a supervisory or director-level role.
- Demonstrated leadership skills, including staff supervision, program development, and interagency collaboration.
- Experience with Microsoft Office Word, Excel, Publisher, and PowerPoint is required.
- Experience working with Native American communities and a strong understanding of tribal sovereignty, ICWA, and culturally responsive services.
- Experience with federal funding sources such as BIA, DOJ, and other related funding sources relevant to social services programs in tribal communities in addition to knowledge of grant management, budgeting, and reporting processes.

Other Requirements:

- Primarily office-based with occasional travel for meetings, trainings, or home visits.
- Must be detail oriented.
- Must have good organizational and communication skills.
- May require evening or weekend work for emergency situations or community events
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Interpersonal Skills*- the individual maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things.
- *Decision Making*— the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- *Customer Oriented*—the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management*- the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Adaptability*- the individual adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays or unexpected events.
- *Detail Oriented*- the individual demonstrates accuracy and thoroughness and monitors their own work to ensure quality assurance.
- *Oral Communication*—the individual speaks clearly and persuasively in positive or negative situations.
- *Quality Management*—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- *Judgment*—the individual displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- *Planning/Organizing*—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Reliability*—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Safety and Security*—the individual observes safety and security procedures and uses equipment and materials properly.

Physical Demands/Work Environment:

Work is generally performed in an office setting and occasionally in an outdoor environment. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events. While performing the duties of this job, the employee regularly is required to stand, walk and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date*: _____