



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Social Services Manager
PAY GRADE: E8
FLSA STATUS: Exempt
DEPARTMENT: Health & Community Services
REPORTS TO: Health & Community Services Director

GENERAL PURPOSE:

Accomplishes the Social Services program objectives by planning, organizing and supervising all functions required to operate and maintain departmental activities and services. Provides therapeutic counseling to children, adults, and families.

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 FUNCTIONS:

Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with strategic plan.

Evaluates all programs to plan and implement priorities to meet the Social Services Program needs.

Identifies and develops strategies for handling Social Services problems and makes referrals to appropriate agencies.

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.

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 validity of the report.

Provides therapeutic counseling to children, adults, and families to assist in solving problems related to family functioning, housekeeping practices, care and supervision of children, interpersonal relationships, economic opportunity, and money management, problems relating to illness, physical or mental handicap, drug abuse, alcoholism, and violation of law.

Develop and maintain case plans, treatment plans and case files on individual children and



parents.

Recruits and trains volunteer victim advocates.

Provides technical assistance to the Tribal Court in updating the Children's Code and takes the lead in developing operating procedures.

Develops and provides protective services and foster care services for children and adults through the recruitment, development, and selection of foster care providers and day care protective service providers and provides continuous monitoring and re-evaluation of all placements.

Identifies, reports and corrects environmental conditions and/or situations that may put a patient at undue risk.

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 for continuation and expansion of program services.

Prepares or assists with the preparation of scheduled and/or ad hoc statistical and narrative reports; performs basic information gathering and analysis and/or forecasting, as specifically directed. Submits quarterly and year end reports to the Health & Community Services Director and funding agencies.

Performs other duties as assigned.

SUPERVISION EXERCISED:

Oversees and supervises personnel, which includes hiring, discipline, work allocation, training, and enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.

MINIMUM QUALIFICATIONS:

Master's Degree in Social Work, or related field. Three years of full time professional social casework experience, preferably in a Native American Social Services agency. One year experience in a supervisory capacity. Must be licensed as a LCSW, LMSW, LISW. Tiwa speaking



preferred. Valid New Mexico driver's license with ability to meet Pueblo's liability insurance requirements and maintain eligibility for insurance. Must be able to pass drug test and background check, with NO prior convictions of any felonies.

Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of Indian Child Welfare Act (ICWA).
- Knowledge of civil codes as it relates to children in need of care.
- Knowledge of Taos Pueblo judicial system.
- 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 emergency situations.
- 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 make solid decisions and exercise independent judgment.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly is required to sit; walk; stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

Work is regularly performed in an office with a moderate noise level. Situations where caution must be exercised sometimes occur when contacting individuals at home. Evening and/or weekend work may be required.



EMPLOYEE'S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

Employee's Signature

Date