



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: MAY 4, 2018

CLOSES: JULY 31, 2018

JOB TITLE: DIRECTOR

HOURS: FULL TIME – 40 HRS/WK

DEPARTMENT: CHILDREN OF THE RIVER CHILD ADVOCACY CENTER

REPORTS TO: ADMINISTRATION

SALARY: DOQ + BENEFITS

POSITION SUMMARY: The Director, in conjunction with the Tribal Council, the Child Advocacy Center Staff, will formulate and operationalize the mission, vision, values and strategic direction of the Child Advocacy Center. This position is responsible for ensuring that cultural appropriate policies and procedures are being implemented throughout the CAC.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Recommends culturally appropriate policies, goals, and objectives to the Tribal Council in formation of the CAC, to achieve effective and economical operation, in alignment with accreditation standards.
2. Throughout the development of the CAC, presents Tribal Council with specific written, culturally appropriate, short and long term plans for the development of the CAC program and services.
3. In conjunction with Tribal Council, the Director will carry responsibility to ensure that legal obligations of the CAC are being met.
4. Works closely with the Project Manger on the overall development and management of the CAC. Provides overall direction of the personnel functions of the CAC through supervision of the Program Manager.
5. In alignment with the Program Manager evaluates and assesses the CAC's services and provides input as regards to improvements.
6. Stays well informed of the current local, state, and national issues important to the development of the effective programs and services provided within the CAC.
7. Conducts child advocacy focused research on a national and state wide scale.
8. Maintains knowledge of the services and resources available to children and families within the Tribe specifically, as well as the surrounding community.
9. Public relations experience with the ability to negotiate partnerships among diverse institutions and individuals.
10. As success of the agency rests on developing and maintaining highly effective interagency programs, the Director will maintain positive and appropriate relations with other professionals and social service entities within Tribal Community and county, including Pierce County, CAC, by networking regarding child abuse and the role of the CAC.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; training, and scheduling work assignments; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Master's Degree in human service field required, doctoral preferred. Management skills necessary to oversee the financial, personnel and administrative duties of a social service agency. Demonstrated expertise in the field of child abuse. Considerable knowledge of Native American culture and of the service community. Previous experience starting a new program or agency desirable. Desired experience in crisis intervention, child development, the criminal justice system, medical social work or related areas.

Language Skills

Employee must demonstrate the ability to interact tactfully and positively with Tribal members, all levels of staff and management. Ability to engage children of all ages and parents regarding sensitive subject matter. Ability to speak effectively before groups of people.

Mathematical Skills

Ability to work with mathematical concepts such as percentages, ratios, and proportions and apply them to practical situations.

Reasoning Ability

Ability to develop logical and creative solutions to problems and be counted on to make sound decisions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Licenses or Certificates

Must pass a criminal background check; must not have any felony convictions.

Must have and maintain a valid and unrestricted Washington State driver's license. Driver's license must not contain any restrictions that would prevent the employee from driving a GSA vehicle.

OTHER

Must be willing to attend training, state and federal, following grant requirements.

Ability to work effectively with diverse individuals and groups.

Strong knowledge of Native American culture and issues facing Native Americans.

Must ensure strict confidentiality of agency and client information.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work may be performed outside of typical business hours.
- Requires occasional travel using employee's own transportation.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863
Fax#: (253)573-7963

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 156
or online at www.puyallup-tribe.com*