



Hoplend Band of Pomo Indians Job Description

Position: Human Services Manager (FT/Salaried, 100% Grant Funded)

Reports to: Tribal Administrator

Rate of Pay: \$62,400 to \$72,800 Annually (DOE)

POSITION SUMMARY: Under the direction of the Tribal Administrator, the Human Services Manager is responsible for the management of the Human Services Department. This involves monitoring of various grants and deliverables, program development, grant reporting and compliance. The Human Services Manager will be responsible for managing staff, departmental budget, facilitating, advocating for client needs and building and maintaining relationships with a wide array of community partners, including but not limited to law enforcement, criminal justice, & other community resources. In addition, this position provides support with identifying and securing future funding and ensuring that policies and procedures are up to date and incorporate best practices.

ESSENTIAL FUNCTIONS:

1. Plans, develops, organizes, and directs the implementation of goals, objectives, policies and work standards for human services programs.
2. Oversees the daily activities of the Human Services programs and directly supervises departmental staff.
3. Maintains positive relationships with community/tribal members by conducting outreach, attending tribal events, and ensuring that intake assessments, emergency services, home visits, transports, data collection, community groups, events and other case management duties are being carried out by staff in a professional and culturally appropriate manner.
4. Ensure that staff carry out the objectives of their positions which may include preparation of court forms and legal documents, representation at court, facilitating support groups, healing activities, and events to a wide array of clients of all ages.
5. Manages and ensures successful completion of program objectives and grant requirements, including reports, work plans, and data collection.
6. Develops and implements culturally appropriate community violence education programs.
7. Assists Tribal and State law enforcement in interviewing violence victims, providing emotional support and physical resources as necessary.
8. Maintain expertise and keep updated on changes in family law and the DV field, including domestic violence family law and Indian Child Welfare.
9. Ensure compliance for all existing Human Services Grants, seek new grants to enhance services and follow HBPI grant seeking process to secure new grants and/or funding.
10. Responsible for organizing and analyzing data to prepare and draft monthly, quarterly, and semi-annual grant reports and invoices.
11. Responsible for the accurate and timely reporting on activities in accordance with funder requirements.
12. Works closely with grantors and funders to ensure administrative grant compliance.
13. Assists in preparation of operating budget for the department, monitors the budget for expenditure compliance and approves authorized expenditure requests in accordance with HBPI financial processes.
14. Educates the community on the Human Services Department's services, events, and activities.
15. May utilize external resources and analysis tools to assess the structure of the department's existing programs to improve efficiency and quality of services while assuring operational effectiveness.
16. Oversees all personnel functions of departmental staff, including hiring, training, evaluating and discipline.
17. As appropriate, incorporates staff development plans that include education, training, conferences, workshops, etc.
18. Fills in for staff as needed.
19. Recognizes critical situations and takes appropriate action. Follows up on problems, decisions, and requests.
20. Networks and maintains ongoing relationships with other departments, other tribes, health care and social services providers of CTHP and County service providers.
21. Serves as community liaison to other local domestic violence advocacy and support groups.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

22. Attend conferences and trainings to stay current with policies and industry trends. (DV, SA, ICWA, SUD)
23. Ensures the dissemination of pertinent information to the Tribal Administrator.
24. Attends required meetings and trainings and facilitates departmental meetings.
25. Adheres to strict confidentiality standard.
26. Other duties as assigned.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Tribal Health Director and/or Administrator.

REQUIREMENTS/QUALIFICATIONS

Education and Experience: An Associate's degree in human services, criminal justice, AODS, social science or a related field; and three (3) years working in a similar sized victim services program, public service agency or social services department or five (5) years of successful and progressively responsible full-time administrative experience in a public or social services agency which included responsibility for fund, grant and budget administration, grant management, victim advocacy, education or intervention. A Bachelor's Degree in Health and Human Services; Social Work, or related field is highly desirable.

Licenses and Certifications: Completion of a 40-hour sexual assault advocate certification training; valid California Class C Driver's License and be insurable for HBPI auto insurance, current CPR, First Aid and Mandated Reporter Certification

Additional Requirements: Familiarity with community development principals and tools that strengthen community participation; ability to manage multiple tasks and meet deadlines; maintain confidentiality at all times; actively involved in the community and understanding of the Native American Culture.

Other Qualifications – Proficient in Microsoft Office Suite: Word, Excel, Power Point, Access (database) and Outlook.

Language Skills – Should have excellent writing, oral and interpersonal communication skills; be an intuitive listener; possess conflict resolution and crisis intervention skills; ability to interact with clients from varied backgrounds, age groups and with a variety of human service needs; ability to prepare clear and concise reports, correspondence, grants, policies and other written materials; exercises sound independent judgment within policy guidelines.

Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability - Ability to apply common sense understanding during normal and stressful conditions.

Physical/Work Environment 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.

While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast-paced work environment and effectively deal with clients, health professionals, employees, and others. Is regularly required to sit, stand, walk and move through all areas; speak and hear, and use hands to finger, handle, or feel. Intermittently, operates standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; able to attend various meetings and workshops or act as a facilitator. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.