SCOPE OF POSITION:
The Director will be responsible for management, direction, coordination, assignment, review and evaluation of Child Protection Services in accordance with program objectives, standards of operation, policies, procedures, rules and regulations and provide oversight of Title IV-E and Indian Child Welfare Act Programs.

SUPERVISION:
The Director, Child Protection Services, will work under the supervision of the Executive Director, who will provide guidance, direction and conduct performance evaluations.

DUTIES AND RESPONSIBILITIES:
1. Maintain accurate budgets for Child Protection Service, Title IV-E and ICWA Program funds.
2. Prepare contract monitoring reports.
3. Complete and submit monthly, quarterly and annual progress reports for all funding sources as required.
4. Ensure policies and procedures are in line with current child standards and will update and modify as needed.
5. Provide staff training as needed.
6. Protect program records, files and documents.
7. Participate in onsite file audits and case reviews.
8. Conduct timely assessment of reports of abuse and neglect in accordance with laws, policy and guidelines.
9. Ensure staff receive thorough training with emphasis in the importance of the time study process.
10. Actively pursue additional funding resources such as; grant opportunities from federal, state and private entities for the improvement and expansion of Child Protection Services.
11. Develop and implement necessary Memorandum’s of Understanding (MOA’s) or agreements with program partners as needed.
12. Maintain accurate record of all CPS clients.
13. Provide supervision of all program and management staff.
14. Coordinate weekly staff meetings.
15. Coordinate and schedule Child Protection Team Meetings.
16. Review and authorize purchase orders and expenditures.
17. Safe guard client finances and background checks.
18. Perform other related duties to facilitate delivery of program services and functions as required.

QUALIFICATIONS:
1. Bachelor's Degree in Human Services, Social Work or Social/Behavioral Science field with three (3) years of combined supervisory, management and administrative experience in applying principles, laws and practices of a social service program or related experience.
2. Knowledge of standard fiscal management or general finance practices.
3. Computer skills and knowledge of standard office equipment.
4. Effectively communicate information both verbal and written.
5. Ability to make critical decisions based on factual information and under difficult circumstances.
6. Interpersonal skills and professionalism; maintain tact, courtesy, composure and flexibility in a stressful environment.
7. Organizational and time management skills with attention to detail.
8. Elevated level of ethical standards and maintain a high degree of confidentiality.
9. Valid driver's license and maintain proof of current auto liability insurance.
10. Pass a background check that includes a child abuse and neglect screening in accordance with applicable law and regulations.

JOB REQUIREMENTS:
1. Obtain a Social Work License within one (1) year of hire as required of the 638 contract requirements.
2. Develop a working knowledge of tribal financial management policy, Title XXVII-Employee Code of Ethics, Title XVIII-Tribal Employees, Personnel Policy and Procedures and applicable Tribal and Federal Laws.
3. Demonstrate understanding of the Code of Federal Regulations (CFR), the SRST Children's Code, Title IV-B and Title IV-E Regulations of the States of North and South Dakota, Supplemental Security Income (SSI), medical assistance programs, the Indian Child Welfare Act (ICWA) and Bureau of Indian Affairs regulations pertaining to child welfare.
4. Become familiar with court systems and legal proceedings as it pertains to child protection services.
5. Assess and identify systemic problems, develop and implement solutions in effort to plan direct services that address challenges involving children.
6. Periodically evaluate all levels of the child protection service program.
8. Maintain effective relationship with public in addressing concerns, questions, and issues in a professional manner.
9. Sign confidentiality statement with understanding of the penalties violations.
10. Demonstrate.
11. Working knowledge of Native American culture and customs.

NOTICE:
SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBE POSITION ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.