



Native Village of Eklutna

Tribal Government

POSITION DESCRIPTION

JOB TITLE: Social Services Manager
REPORTS TO: Tribal Administrator or designee
SALARY: up to \$43 per hour, DOE

GENERAL FUNCTIONS:

Social Service Manager will supervise the team that provides advocacy, prevention, early intervention, case management, and supportive services for individuals and families impacted by a variety of social and behavioral health issues (addiction /substance abuse /alcohol, trauma, and domestic violence, disabilities, and mental health). The Social Services Manager is responsible for the strategic planning, oversight, and administration of all social services programs within the Tribe. This includes supervising program staff, ensuring regulatory compliance, securing funding through grants, and coordinating services that promote the health and well-being of tribal citizens. This role is crucial in advocating for families, elders, youth, and vulnerable populations in a culturally respectful and trauma-informed manner.

RESPONSIBILITIES AND DUTIES

1. Oversee all tribal social services programs, including child welfare, general assistance, ICWA, TANF, elder care, family preservation, domestic violence services, and crisis intervention.
2. Supervise, mentor, and evaluate social services staff and contractors, to include: case managers, behavioral health aide, youth group coordinator, membership services assistant).
3. Develop and manage program budgets in coordination with the finance department and tribal administrator.
4. Monitor compliance with applicable tribal, state, and federal laws and funding regulations.
5. Develop policies, procedures, and performance metrics for program delivery.
6. Ensure client services are delivered in a culturally competent and respectful manner.
7. Provide or oversee case management and supportive services to Eklutna tribal members, particularly in complex or high-risk cases.
8. Represent the Tribe in child welfare hearings and interagency collaborations.

9. Maintain accurate, confidential client records and reports.
10. Research and apply for funding opportunities to sustain and expand services.
11. Prepare program and financial reports for grant compliance.
12. Collaborate with grant writers, program evaluators, and auditors as needed.
13. Represent the Tribe in meetings with service providers, government entities, and coalitions. Build and maintain partnerships with local, regional, and statewide agencies. Participate in multi-disciplinary team decision-making and case management.
14. Establish a helping relationship with Eklutna tribal members, including individuals and all extended family.
15. Advocates on behalf of the service population using local, regional, and state resources to increase services and support.
16. Maintains accurate records for case files and protects clients' confidentiality following HIPPA guidelines.
17. Attends local in-service meetings, training, and classes to increase his/her Tribal Case Manager/Tribal Court/Behavioral Health Aide education.
18. Attends all mandatory staff meetings and annual Tribal Membership meetings and participates in bi-annual NVE Pow Wow.
19. Performs other duties as assigned.

Expected Competencies

1. Leadership and team-building skills
2. Conflict resolution and crisis management
3. Grant writing and budget oversight
4. High level of emotional intelligence and cultural sensitivity
5. Strong written and verbal communication
6. Knowledge of confidentiality standards

QUALIFICATIONS:

- Bachelor's Degree preferred, in Social Services/Psychology/Counseling or related field, or the equivalent of combined work experience and education.
- At least two years experience in case management, counseling, and home-based services working with individuals and families.
- Minimum five years of progressively responsible experience in human services, including two years in a supervisory or management role.

- Demonstrated understanding of family systems, permanency issues, substance abuse, domestic violence, child development, child welfare, and Alaska Native cultures strongly recommended.
- Knowledge of Tribal and Traditional customs and Tribal Law preferred.
- Knowledge of statewide or community resources, agencies, and service providers.
- Familiar with tribal self-governance issues and/or Alaska Native and American Indian communities.
- Knowledge of federal, state, and tribal social services programs (ICWA, TANF, Child Welfare, etc.).
- Applicants must be assertive, self-motivated, and able to work with minimal supervision.
- Experience with planning, organizing, and following through on various community activities.
- Must be personable, friendly, and dependable.
- Must be able to work individually and as a team member.
- Must be able to prioritize and balance multiple tasks.
- Have excellent oral and written communication and computer skills are required.
- Preferred qualifications include:
 - Experience grant writing and federal reporting
 - Licensed Social Worker (LSW, LCSW, LMSW)
 - Experience working in a tribal government or Native organization
 - Knowledge of Indian Child Welfare Act (ICWA) case management
 - Understanding of federal funding sources (e.g., BIA, HSS, HUD, etc.)

REQUIRED: All applicants who will be working with Native families and children must pass a State and Federal Criminal background check and possess a valid Alaskan Driver's license with a good driving record and proof of insurance upon hire. A State of Alaska Interested Persons background check will be required at the time of hire.

NATIVE PREFERENCE: The Native Village of Eklutna practices Native preference in recruiting and hiring for this position, consistent with Public Law 93-638. Tribal Members are preferred.

Signature Tribal Administrator

Date