

Burns Paiute Tribe

Social Services Director

Job Title: Social Services Director
Department: Social Services
Reports To: General Manager
FLSA Status: Exempt
Opens: 01/14/2026
Closes: Until filled
Salary: \$65k to \$75k DOE

POSITION SUMMARY

Supervise staff and programs assigned to Social Services:

- Programs:
 - General Assistance
 - Child Care
 - Juvenile Crime Prevention
 - Alcohol and Drug Prevention
 - State Tobacco Prevention
 - State Outpatient Drug and Alcohol Prevention
 - Suicide Prevention
 - Domestic Violence Awareness
 - BIA Social Services
 - BIA Indian Child Welfare Program
- Staff:
 - Child Care coordinator
 - State Prevention/Juvenile Services Coordinator
 - Domestic Violence/Tobacco/Suicide Prevention Coordinator
 - ICWA assistant/foster home certifier/quarter time domestic violence coordinator

DUTIES and RESPONSIBILITIES

With the supervision of above, make sure clients receive quality services, respond to complaints, and make sure plans, reports and budgets for all programs are turned in.

Complete yearly evaluations on staff and supervise their activities. Make sure staff and self are maintaining regular updated trainings for the programs.

Need to know each of the programs and be able to provide these services to clients. For example, be able to do a general assistance report, or client4 intake or a food distribution report.

Develop and maintain relationships with tribal community members. This includes elders and everyone who resides on reservation. Relationship building is key, especially when there is a child welfare or domestic violence crisis.

Develop and maintain relationships with Tribal community partners and tribal programs, especially Tribal Police, Tribal Housing, Tribal Administration, Tribal Alcohol and Drug, and Tribal Education. Work with these programs to identify training needs and provide training, education and activities to the community.

Develop and maintain relationships with community partners in the local community, including Department of Human Services, the school district, Harney Behavioral Health, District

Attorney's Office, Victim's Services, Harney County Corrections and Harney County Juvenile Department.

Collaborate with Community agencies as necessary and represent the Tribe to make sure the Tribes needs are not neglected in the Social Services arenas. Currently the committees represented by BPT Social Services are Multi-Disciplinary Team, Community Action Team, Harney County Commission on Children and Families, Harney Behavioral Health Advisory Board and Harney Partners for Kids and Families.

Maintain at least monthly activities for elders.

Responsible for the Child Welfare system including taking referrals, investigating reports of abuse and neglect, collaborating with police and FBI. If founded case, taking client through the entire court process, developing case plans, monitoring the case, providing services, supervising visitation, reporting to court, etc.

Maintain an on-call status so during times of crisis, you are available to respond to, or send a designee.

Responsible to monitor ICWA cases that are in any state or other Tribal court with children eligible to enroll in the Burns Paiute Tribe. Intervene in case and work with NAPOLS, Tribal Court and ICWA committee in regards to the case.

Maintain monthly ICWA advisory meetings, maintain documentation required, offer training to ICWA committee members, participate in State ICWA cluster meeting, complete reports to BIA in regards to ICWA notices and respond to all ICWA notices within required time frame.

Provide training to the tribal community as needed in regards to child welfare including mandatory reporting training, good touch bad touch training, sex education classes, etc.

Work with staff to develop programming activities, training, and speakers, etc. to plan for the year. Plan, coordinate and follow through with all logistics of activity.

Coordinate parenting classes for the community.

Provide services to community members as they come in, including crisis services, transportation, referrals to treatment, provide minimal counseling services including anger management, skill building, etc.

Continually look for funding sources, work with staff to develop strategic plans and look for grant funding and write grants to fund these programs and support ongoing programs. Complete 6 month and yearly reports to BIA and General Council. Complete reports to Tribal Council as required.

Develop policies, procedures as they relate to changing programs, work with Tribal Court to develop tribal codes as they involve child welfare and delinquency.

REQUIRED QUALIFICATIONS

- Travel Local In-State Out-of-State, travel required for grant management, training and meetings.
- Minimum of a Bachelor's degree required in Social Work, Public Health, Humans Services or related field
- Ten years of experience in managing Social service programs, and personnel management.
- Experience in the development of human service strategies
- Experience managing private, state and federal grants; and grant compliance

- Experience in budget management
- Experience in policy and procedure development & implementation
- Knowledge and experience working with cultural diversities
- Knowledge of the Burns Paiute Tribe's culture and traditions
- License/Certification (or willingness to become certified)
- Valid Oregon Driver license and must remain insurable under the Tribe's policy. Extensive background check is required.

EDUCATION or EXPERIENCE REQUIREMENTS

Knowledge base must include:

- The laws and policies related to Senior and Disabilities Services programs; Oregon Department of Human Services; Bureau of Indian Affairs; Indian Health Services
- The terminology commonly used in human services fields or settings;
- The elements of the care coordination process;
- The resources available to meet the needs of recipients;
- Critical Incident Reporting and Reports of Harm;
- The ability to organize, evaluate, and present information orally and in writing; and
- The ability to work with professional and support staff

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

HOW TO APPLY:

Return **1)** completed [Burns Paiute Tribe Application](#), **2)** cover letter, **3)** resume/CV, and **4)** educational transcripts to:

Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-8013

Email: hr@burnspaiute-nsn.gov

Job Application: <https://burnspaiute-nsn.gov/wp-content/uploads/2024/01/2024-Online-App.pdf>