

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-158 **Issue Date:** 08-19-15 **Closing Date:** 09-01-15

Program Manager II
Nak Nu We Sha
Department of Human Services
Hourly Wage: \$20.49/Regular/Full-Time/Supervisory

Coordinates direct services to children and families. Manages the Nak Nu We Sha program for Native Child Placement with agencies and related components i.e. CPS, Family Preservation Services, Independent Living Services etc. Manager will be required to balance the need to make decisions that are in the best interest of tribal children, with facilitation reunification efforts for tribal families.

Knowledge, Skills and Abilities:

- Knowledge of the Yakama Nation Personnel Policies and Procedures Manual and abide by standards.
- Knowledge of Tribal and Children's court to keep tribal children in the tribal court system.
- Knowledge of the 701 processes and Retro Session.
- Knowledge of Social Work, and bookkeeping.
- Ability to work cooperatively and positively with others.
- Ability to sit, stand, balance, walk, stoop and kneel.
- Ability to lift 10 to 50 pounds or more.
- Ability to read, write, communicate and interpret information accurately.
- Ability to concentrate and consistently produce accurate work.
- Ability to operate computer, calculator, facsimile and photocopier.
- Ability to remain calm in tense situations.
- Ability to be a self-starter who is able to turn thought into actions and does not need to be promoted to complete a task or assignment on time.
- Ability to demonstrate adequate communication, problem resolution and customer service skills.
- Ability to listen respectfully and to be creative and flexible.

General Recruiting Indicators:

- Master's Degree in Social Work focusing on direct practice in Indian Child Welfare Expertise in the areas of permanency, improved well-being outcomes for youth in care, family engagement, community supports aimed at strengthening families and ensuring child safety required.
- Must have supervisory experience at least minimum of 2 years.
- Must be able to travel as necessary.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check and CPS history check and must also have complete once every two years unless otherwise identified.
- Must have a valid Washington State Driver License and have the ability to obtain a valid Yakama Tribal Drivers Permit.