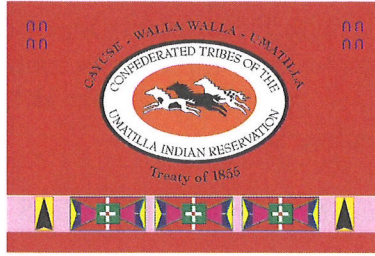


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Family Preservation Program Manager

**SALARY:** Pay Range: 12  
\$95,368.56 to \$122,515.20 annual  
DOE/DOQ

**DEPARTMENT:** Department of Children and Family Services

**LOCATION:** Position located at Nixyaawii Governance Center, Mission, Oregon,  
Confederated Tribes of the Umatilla Indian Reservation

**EMPLOYMENT STATUS:** Full Time with benefits package  
Covered Status - National Crime Information Center (NCIC)  
Exempt

**SUPERVISED BY:** DCFS Department Director

**OPENING DATE:** April 19, 2024

**CLOSING DATE:** Open until filled; review complete applications on May 3, 2024.

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

**GENERAL STATEMENT OF DUTIES**

The position is responsible for assuring that professional, high quality Family Preservation Services are provided to participants being served by the Confederated Tribes of the Umatilla Indian Reservation. Duties

include supervision and professional development of employees, case management and consultation as well as budget oversight of Preservation program. The position reviews, assigns, and plans work/activities of all supervised employees in areas including resource placement care, abuse/neglect investigations, and the Indian Child Welfare Act Works with conjunction with the Department Director and others to evaluate and define program goals and policies. In consultation with Department Director, exercises decision-making authority in policy and procedure implementation. Promotes and implements continuous program development and quality improvement for Family Preservation services. Any disagreements with the Department Director shall be raised to, and addressed by, the Office of the Executive Director.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Responsible for daily decisions regarding the delivery and quality of family preservation services. Plans, assigns, reviews and approves work of staff within the Family Preservation Program, including all case management plans.
2. Responsible for supervision of staff, including annual evaluations, training, motivation and discipline, teamwork (fostering cooperation and trust) and other responsibilities as outlined in the Tribal Personnel Policies and Procedures Manual.
3. Administers family preservation operations, plans, goals, regulations, procedures and policies.
4. Ensures Title IV and Tribal/State Agreement funding compliance and stays abreast of state and federal policy and regulatory changes.
5. Reviews and provides recommendations on changes to the DCFS Policies and Procedures Manual on at least an annual basis.
6. Responsible for actively seeking culturally appropriate services to individuals involved in the child welfare legal system and role models to staff that all clients are treated with respect, compassion with cultural sensitivity in a manner that recognizes and affirms the worth of children and their families and protects the dignity of all. This includes culture, language, ethnic background, disability, stage of development, religion, gender and other diverse factors.
7. Provides case management supervision, including oversight of developing and implementing case management plans and actively engage families and to include case consultation and individual tutoring to staff regarding the development of case plans, placement decisions, child protective services including recommended treatment interventions.
8. Ensures confidential information is only shared with those on a need to know basis within the Family Preservation Program and that information is only discussed in a confidential setting.
9. Responsible for actively seeking culturally appropriate services to individuals involved in the child welfare legal system and role models to staff that all clients are treated with respect, compassion with cultural sensitivity in a manner that recognizes and affirms the worth of children and their families and protects the dignity of all. This includes culture, language, ethnic background, disability, stage of development, religion, gender and other diverse factors.
10. Develops and evaluates program plans and periodically recommends changes to goals and objectives to enhance services to clients of the Reservation community. Periodically assess the quality of services provided by review of case plans, written reports and client records. Review and evaluate program services to assure that all client related actions are fairly and appropriately conducted and direct staff to provide adequate and informed responses as needed.
11. Prepares Program budget in consultation with Department Director to allocate funds, control and maintain operations at a level consistent with existing guidelines. Seeks additional funding (grants and other outside funding sources, etc.) to strengthen and expand program services.
12. Oversees the preparation of materials to present at court hearings, administrative proceedings, abuse/neglect investigation reports, placement recommendations, ICWA transfer recommendations and parental rights termination recommendations.

13. Makes presentations to answer questions regarding Family Preservation responsibilities, goals, mission, etc., schedules and conducts public meetings and hearing, attends meetings.
14. Conducts and participates in staff meetings/case management meetings. The supervisor is in charge of setting the tone of a successful casework unit. Actively seeks to achieve the CTUIR DCFS goals of integrity, stewardship, responsibility, respect and professionalism. Demonstrates understanding of DCFS Family Preservation philosophy of tribal best practices, adopted evidence-based practices in accordance with all codes, statutes and policies and procedures.
15. Provides coordinated planning programs/activities with other Tribal programs and departments and maintains relationships with outside agencies that include State, Federal, county and other agencies to develop and implement program plans and regulations and enforce applicable laws or regulations.
16. Develops and maintains efficient, accurate and confidential record keeping system covering grant documentation, program activities, manuals, client files and all other program resources.
17. Tracks changes to and implements applicable federal regulations related to program operations.
18. Creates an environment in which all clients are treated fairly and with respect, where community trust is maintained, cultural values are considered, and where Program decision reflect interest and needs of the clients while ensuring those decisions are within established guidelines, policies, procedures and applicable laws.
19. Other duties as assigned relate to the responsibilities.
20. This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

#### SUPERVISORY AUTHORITY:

Responsible for supervision of all staff assigned to the Family Preservation Program, including Child Protective Services, Family Resource Specialists, Family Placement Specialist, and ICWA Specialist.

#### SIGNATORY AUTHORITY:

Signs and approves timesheets and leave requests for employees supervised. Purchase Requisitions for service provisions.

#### ACCESS TO SENSITIVE AREAS:

Access to all areas within the jurisdiction of the Department of Children and Family Services.

#### **REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. A Master's in Social Work (MSW) or a directly related field (i.e. psychology, sociology, counseling or criminal justice) from an accredited college or university AND at least three years of supervisory work experience including providing child welfare services.

**OR**

A bachelor's degree in social work or other directly related field from an accredited college or university AND a minimum of five years of supervisory work experience including providing child welfare services.

2. Demonstrated ability, based on experience, to successfully develop and manage budget and fiscal matters, effectively supervise employees, effectively provide case management services, knowledge of applicable laws and regulations, knowledge of child welfare issues and professional ethics.
3. Demonstrated ability to communicate effectively to diverse audiences in both written and verbal form.
4. Excellent people skills and demonstrated ability to develop effective working relationships and maintain professionalism, diplomacy and tact with clients, employees, other CTUIR departments, outside agency personnel and co-workers in a sensitive environment. Demonstrate ability to effectively maintain control in intense, hostile or controversial situations. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
5. Demonstrated ability to plan, assign, direct and coordinate the work of subordinates in order to meet strict deadlines and provide professional child welfare services to clients.
6. Demonstrated ability to maintain confidentiality of records and information.
7. Demonstrated ability to make sound decisions and exercise good judgment in a timely manner and with limited supervision.
8. Working knowledge of basic computer operations including electronic mail, word processing and databases.
9. Demonstrated ability to effectively work with clients and families and maintain a high level of social interaction. Persuade clients to a course of action.
10. Effectively work with people who are unpleasant, angry or discourteous.
11. Position may occasionally require extra work hours to meet deadlines.
12. Occasional overnight travel required.
13. Must be willing to work weekend and evening hours as requested.
14. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
15. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
16. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
17. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
18. Successful completion of a criminal background check and a drug test will be required.

#### PHYSICAL DEMANDS:

1. Must be able to sit for long periods at a computer using keyboard and mouse.
2. Must be able to lift items up to 10lbs over shoulder height. Must be able to lift and carry up to 50 lbs.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).

- 6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
- 7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

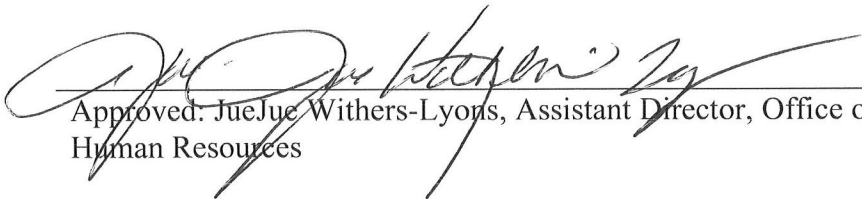
**APPLICANT RESPONSIBILITY**

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
 Office of Human Resources  
 Staffing and Onboarding  
 46411 Timine Way  
 Pendleton, OR. 97801  
 Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, the application package must be post marked by the closing date.**

  
 Approved: JueJue Withers-Lyons, Assistant Director, Office of  
 Human Resources

4/19/2024  
 Date

**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date