



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez, Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Russell "Butch" Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robyn Delfino

JOB ANNOUNCEMENT

POSITION: Child and Family Services Manager
STATUS: Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Child and Family Services
SUPERVISOR: Tribal Council
FILING DEADLINE: Until Filled
RATE OF PAY: DOE

OTHER: Direct contact with all PCFS Staff, Tribal Court Staff, Office of the General Counsel, TANF, Tribal Government Departments, Tribal Members, family members and the general public.

FUNDING: Funding through Tribal TANF and Tribal Government general fund.

SUMMARY:

Provides leadership and direction for the coordinated management system of the Child and Family Services Department. The Child and Family Services Manager is responsible for all administrative functions associated with the overall operations of the Pechanga Child and Family Services (PCFS) Department. Furthermore, manager responsibilities extend to the operations of the PCFS' Office and the overall financial management of PCFS. These duties are performed under the direct supervision of the Tribal Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops, implements, and maintains guidelines and procedures for department operations.
- Establishes and formulates goals and objectives for the department and for each function within the department.
- Develops and implements long and short-term plans for PCFS, including planning for available services, staffing needs and budgets.
- Provides direction to subordinate management and staff in matters related to department operations.
- Coordinates, assigns, and delegates the activities and functions to the appropriate staff member(s).
- Communicates and reports relevant department operational information and activities to the Tribal Council on a regular basis.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. However, as permitted by applicable law, the Pechanga Tribal Government will at all times and for all positions give hiring, transfer, and promotion preference to qualified applicants in the following order: 1) Pechanga Band of Luiseno Mission Indians Members; 2) Pechanga Band of Luiseno Mission Indians Spouses; 3) Other American Indians; and 4) all others. At-Will Employment: Employment with the Pechanga Tribal Government is at will and for definite period. The employment relationship may be terminated at any time by the employee or the Tribal Government for any or no reason and with or without prior notice. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Provides direction to subordinates in determining eligibility requirements for applicants.
- Must be knowledgeable of the other services such as Tribal programs and other community resources which the applicant may be encouraged to utilize to resolve particular problems. Responsible for recognizing expressed or implied needs other than the request for financial assistance to determine whether there is need for additional assistance and for making appropriate referrals.
- Seek other sources of funding (i.e. grants) that may be beneficial to the program.
- Assures that all information remains confidential within the department.
- Coordinates multiple funding sources and answers any and all challenges from the funding source and within the time scale promulgated.
- Promotes self-sufficiency for individuals, families, and the tribal community.
- Responsible for the preparation of the court records and appropriate documentation required for case management.
- Must be able to interpret and implement applicable Tribal, State, and Federal statutes, rules, ordinances, codes, administrative orders, policies and procedures.
- Skilled in assessing, analyzing, identifying, preparing, presenting and implementing solutions to complex problems.
- Skilled in establishing and maintaining effective working relations with co-workers, staff, community members, vendors, contractors, general public and others having business with PCFS.
- All other job related duties as assigned.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.
- The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Must have a minimum of Bachelor's degree in the Human Services field such as: Social Work, Sociology, or Psychology.
- A minimum of five (5) years of work experience in Family Court proceedings and social services staff supervision.
- License in Social Work (LBSW, LMSW), Chemical Dependency Counselor (LCDC), Marriage and Family Counselor (LMFT) and/or licensed Professional Counselor (LPC) preferred.
- Knowledge of social and health services and community resources.
- Excellent communication skills required.
- This position is subject to the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

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SUPERVISORY RESPONSIBILITIES:

Supervise all employees working for the Pechanga Child and Family Services (PCSF) Department. Carry out supervisory responsibilities in accordance with the Pechanga Tribal Government policies and procedures and applicable laws. Provide training and direction to the PCSF staff; to ensure that the duties, responsibilities, authority, and accountability are clearly defined and fully understood.

Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in Microsoft Word, Excel, Outlook and Publisher.
- Ability to deal courteously and effectively with the public.
- Outgoing personality, excellent customer service skills and ability to motivate others.
- Ability to effectively communicate orally and in writing.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to handle multiple tasks with clear sense of ownership and priority.
- Must have good knowledge of the methods, practices, and procedures in proper personnel administration.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, operate general office machines; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts in an office setting. The noise level in the work environment is usually quiet while in the office, or in certain situations it may be moderately noisy during events and when outdoors.

**APPLICATIONS ARE AVAILABLE AT:
PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV**

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