

## **JOB ANNOUNCEMENT**

Human Services Director, Base Salary \$65,728  
Duty Station: Cass Lake, Minnesota  
Deadline: May 19, 2021

The Minnesota Chippewa Tribe's Human Services Director provides overall responsibility for the administration and supervision of the Human Services Division which presently includes the Tribal Employment Services Programs, Racial Disparity Program, and the Minnesota Indian Area Agency on Aging Program. The Human Services Director conducts and coordinates the planning, grant writing, budgeting, reporting, contracting, staffing and evaluation of the Division of Human Services.

### **SUPERVISORY RESPONSIBILITIES**

The Human Services Director is responsible for direct supervision of the Human Services Executive Assistant, the Equity Case Managers, Tribal Employment Services Employment Specialists, and the Minnesota Indian Area Agency on Aging Programs Manager. Supervisory responsibilities include but are not limited to; new employee orientation and training; establishing performance standards, assigning work and monitoring work quality; conducting performance appraisals; enforcing personnel policies; work rules, and internal procedures; administering motivation techniques and discipline as needed; providing written documentation of employee performance; and notifying employees of changes in employment status.

### **KNOWLEDGE AND EXPERIENCE**

1. Bachelor's Degree in Human Services Area or related field is preferred. Experience supervising employees at different levels such as Managers, Counselors, and Coordinators.
2. Experience and skill in writing successful grants or proposals.
3. Experience in administering grant projects and managing budgets.
4. Ability to relate well to a wide variety of people, including all levels of clerical, technical and professional employees, Tribal officials and Reservation staff, State and Federal government and agency officials.
5. Knowledge of Data Privacy Act requirements and ability to maintain strict confidentiality is required.
6. Must have a valid driver's license, current auto insurance, and the use of a privately owned vehicle for business purposes.
7. Background check required.
8. Pre-employment drug screening required.

To download an application visit  
[www.mnchippewatribe.org](http://www.mnchippewatribe.org)

Send resume or application w/references to:  
Joel D. Smith • Director of Administration  
The Minnesota Chippewa Tribe  
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Email: [jasmth@mnchippewatribe.org](mailto:jasmth@mnchippewatribe.org)  
**EEO- American Indian Preference**