

SOCIAL SERVICE COORDINATOR
Wampanoag Tribe of Gay Head (Aquinnah)
(Rev. 12/13)

JOB SUMMARY:

This position serves as the central coordinator of human/social services to Tribal members and families under the supervision of the Human Services Director.

PRINCIPAL DUTIES:

- Assesses the needs and eligibility of Tribal members for human/social services and makes referrals to the appropriate agencies.
- Performs case-management duties, including meeting with other Tribal departments, agents, and outside agencies, to design and track the overall support services to meet the human/social service needs of Tribal members.
- Plans and conducts activities and projects that meet the needs of Tribal members and foster community and family well-being.
- Achieves the timely completion of the goals and objectives and meets reporting requirements (case log, program performance, statistical, etc.) of the Human Services Department.
- Conducts in-office, home visits and/or institutional visits as necessary to Tribal members.
- Ensures services are provided to Tribal members by advocacy and follow-up of all Referrals.
- Attends meetings, conferences, and trainings to remain current in the field of social services.
- Participates in organizational and departmental meetings as required.
- Advocates for and represents the best interests of the Wampanoag Tribe of Gay Head (Aquinnah) in the area of human/social service related functions.
- Completes other duties, as assigned.

MINIMUM POSITION QUALIFICATIONS:

- High School Diploma or GED Certificate and three years' experience working with families in a human/social service setting, and working with a Tribal Community.
- Must pass all appropriate background checks
- Willing to utilize personal vehicle and must have a valid driver's license and vehicle insurance.
- Have a working knowledge of local and state agencies and their available assistance programs and services.

- Competent use of computer and software applications, i.e., Word and Excel
- Ability to develop and write comprehensive case plans

PREFERRED POSITION QUALIFICATIONS

- Associate or Bachelor's Degree in Social Work or closely related field
- Master's Degree in Social Work or closely related field
- Licensed in Social Work or Clinical Social Work
- Previous experience working with Tribal Communities

TRAINING: Training *may* be available for “qualified” candidates who do not possess all of the minimum qualifications. The applicability of this approach will be determined during the candidate interview process.

SALARY: \$37,757 - \$60,450

EMPLOYEE UNDERSTANDING

The employee has received, read and understands the above job description. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date