

## Family Services Manager

The Seneca Cayuga Nation is accepting applications for a Family Services Manager. In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, applicants will be solicited from within the Nation, with consideration being given to upgrading the existing staff according to the Nation's Career Development Program. At the same time, all other applications will also be accepted for this position in order to satisfy the immediate need.

Under the general supervision of the Executive Director, the Family Services Manager acts to support the development and operation of the Seneca-Cayuga Nation's programs, policies, ordinances and resolutions. This position provides supervision of and consultation to specific family services programs offered through the Seneca-Cayuga Nation, and monitors federal, state, and municipal legislation that may impact the Nation in general and the supervised programs in particular. This position works with the Executive Director to identify, develop and manage grants relevant to the Family Services suite of programs, to develop capacity for additional programs and services, and to develop staff capabilities and career paths.

Must possess a minimum of a Bachelor's Degree (Master's Degree preferred) in Social Work or similar discipline and at least five (5) years experience in social work, case management or similar setting. Must also have at least five (5) years experience in Tribal/Federal Program Management. (Educational requirement may be waived in lieu of extensive and well-documented experience.) Must have experience managing personnel and experience developing program and department budgets, including a working knowledge of Generally Accepted Accounting Principles and federal requirements. Must have good communication skills, organizational skills and strong computer skills, including common Office Programs, particularly Word documents and Excel spreadsheets.

Applications are available at 23701 South 655 Road, Grove, OK, 74344. Resumes and applications may be submitted to Human Resources at business address or online at [cjones@sctribe.com](mailto:cjones@sctribe.com) or [cbrown@sctribe.com](mailto:cbrown@sctribe.com). Tribal/Indian preference will be used in the filling of this position. Posted until filled.

**5/1/2019**