



<https://northernarapaho.com/?jobs=nat-dept-of-family-services-director>

NAT Dept. of Family Services Director

Description

Position: Northern Arapaho Tribe Department of Family Services Director

Department: Northern Arapaho Tribe Department of Family Services

Wage: DOE

Reports to: Northern Arapaho COO

Opening: September 24, 2026 **Closing:** OPEN UNTIL FILLED

Qualification Requirements:

Preferences:

Preference may be given to applicants with a Master's Degree in social work, sociology, psychology, criminal justice or administration of justice.

Preference will be given to applicants who have knowledge around the following areas: mental illnesses, medications, capacity, and competency; available resources in the community; accepted best practices of social services; Tribal, State and Federal laws pertaining to Social Work including ICWA, ICPC, AFCARS, ASFA, and others; Tribal and county court systems, juvenile protection laws, federal and state laws; cultural/traditional values, human development, tribal family dynamics, human behavior psychology, child psychology, aging, child abuse and neglect; previous experience with the WYCAPS database.

Minimum Qualifications:

Education: Bachelor's Degree (typically in Social Services)

Experience: 0-2 year of progressive work experience (typically in Social Services Programs) with acquired knowledge of program management.

OR

Experience Substitution: 5 or more years of progressive work experience (typically in Social Services Programs) with acquired knowledge at the level of an Administrator

Scope of Work:

Hiring organization

Northern Arapaho Tribe

Employment Type

Full-time

Date posted

September 24, 2026

- Reports to Northern Arapaho COO
- Directs, supervises and assigns work activities, functions and obligations for the organization's Department of Family Services, which includes all aspects of referral screening, assessment, case management, family engagement, and the licensing and support of Northern Arapaho Tribal licensed foster homes and children's homes.
- Monitoring activities that ensure all functions meet best practice standards, Tribal and federal review and audit criteria, Tribal fiscal responsibility and solid workflow/process structures.
- Works in concert with Northern Arapaho Tribal Senior Leadership to ensure that the direction and outcomes of the Department of Family Services as a whole are unified and working efficiently towards common goals.
- Ensures accountability among programs and staff at all levels and will use data to assess progress and make decisions for the Department.
- Works to ensure transparency within the Department and works closely with the community, other agencies and with our stakeholder's to solidify the best outcomes for children.
- Works with the point of contact for the Wyoming Department of Family Services (WYDFS) Child Protection and Juvenile Probation Services contract.

Job Duties:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Northern Arapaho Tribe reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.

- Responsible for the long-range planning, organization, direction and oversight of the Department of Family Services
- Advises Northern Arapaho Business Council and the Northern Arapaho COO on family services matters.
- Sets division goals and objectives and creates methodology to meet them.
- Coordinates the work flow within the division, utilizing available staff resources to meet the demands of fluctuating workloads and new and changing programs and regulations.
- Supervises all Family Services managers and supervisors in the assessment, case management, foster care, children's home, and ICWA functions.
- May plan, schedule, monitor and evaluate the work of subordinate personnel in order to accomplish the objectives of the Department and to effectively utilize resources.
- These responsibilities may include interviewing, hiring and training, planning, assigning and directing work; reviewing performance; rewarding and disciplining employees; recommending salary adjustments, addressing complaints and resolving problems.
- Carries out responsibility in accordance with Tribal policies, procedures and applicable federal and state laws and rules.
- Within the construct of Family Services policy and procedure (Tribal, state, and Federal), makes final high-level decisions in individual case situations which require such decisions.
- Responsible to keep Department policy and procedure up to date and in line

with Tribal, state, and Federal policy and statutes.

- Works with Tribal Leadership to assure adherence to the mission of the Department of Family Services.
- Develops budget recommendations, exercises authority to approve expenditures, assists in preparing the Department and overall agency budget, and monitors expenditures against the budget, making necessary administrative and programmatic changes to meet budget requirements.
- Acts as a liaison with other tribal, county, and state staff to provide information, develop allocation procedures, problem solve, and implement new programs.
- Plans for changes necessary to administer services and accommodate new programs. This may include planning of new data systems, accounting changes, and facility accommodations.
- Develop data and reports to assess and monitor the Department progress.
- Holds regular meetings with staff individually and/or in groups to seek information and suggestions to improve unit functioning and to instruct and inform about matters affecting the Division.
- Holds the division accountable for high performance standards among individuals, as well as programs.
- Serves as a resource person to the general public regarding child welfare program status; responds in a timely, accurate manner to inquiries and complaints; researches issues; provides general clarification of procedures and policies.
- Attends management meetings, and participates in planning, controlling, and directing Department activities, functions and obligations.
- Maintains effective relationships with management staff, Tribal COO and staff, employees, the Tribal Court system and staff, State of Wyoming staff, the general public, and other agency liaisons.
- Incumbent represents the Northern Arapaho Tribe in matters of importance to the entire Department; contacts require the ability to extend a high degree of interpersonal skill.
- Performs public relations activities including investigating complaints from clients and community, providing information to improve community understanding of the Department.
- Speaks to community groups and the media, boards and advisory groups, and meets with elected officials.
- Represents the Department and the Tribe through participation, coordination, and collaboration in commissions, committees, and community service groups related to program activities, responsibilities and funding.
- Oral and written communications must be clear and effective.
- General computer skills with knowledge of the Microsoft suite.
- Performs other related duties as assigned.

NECESSARY SPECIAL REQUIREMENTS: All positions within the Department of Family Services will require a background check, including the taking of fingerprints, which will be completed through the Wyoming Department of Criminal Investigation, the Department of Family Services and the Federal Bureau of Investigation, for every successful application.

This is a safety sensitive job position

The Northern Arapaho Tribe uses Indian Preference in accordance with Federal Law in all hiring and retention.

How to apply:

Complete Northern Arapaho Tribal Application form and submit to N.A.T. Human Resources: P.O. Box 396, Ft. Washakie, WY 82514 or submit in person to Human Resources located at Blue Sky Hall 490 Ethete Rd., Ethete, WY. 82520

You can also apply online at www.northernarapaho.com and click on Job Postings. For more information call 307-332-2499 or fax to: 307-335-3596