



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 122003-26

OPENING DATE: 09/08/2026

CLOSING DATE: 12/07/2026 or OUF

POSTED: IN/OUT

POSITION: Director, Social Services
PAY GRADE: E9 (\$39.67/hr. - \$61.80/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI/Grant Funded
DEPARTMENT: Social Services
REPORTS TO: Governor
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Plans, directs, and administers the daily operation of the Social Services department goals and objectives by planning, directing, monitoring and evaluating the daily operation of all departmental functions and staff. Ensures the efficient and effective provision of social services to meet the needs of community.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Plans, directs, and monitors department productivity and quality goals; conducts annual program review and assessment.
- Completes and submits federal funding reports; advocates on behalf of tribe with BIA and state and federal agencies.
- Collaborates with BIA and southern pueblos; provides consultation to federal and state agencies on funding and case collaboration.
- Directs the development of treatment plans including protective services, preventive or restorative services, and substitute care services; reviews all client documentation; manages cases as needed.
- Develops and participates in 24 hour on- call rotation schedule.
- Investigates reports alleging child abuse or neglect in conjunction with law enforcement; interviews children and parents to collect evidence of abuse or neglect; conducts a comprehensive risk assessment to determine validity of the report.

- Determines appropriate action to ensure safety of children; identifies and prioritizes needs; establishes treatment goals; obtains medical treatment; and creates an action plan to achieve goals.
- Development and implements new social services activities and programs.
- Chairs Community Protection Team.
- Creates policies and procedures for staff, to ensure consistency and adherence to department goals.
- Hosts regular staff meetings to ensure communication among staff regarding department related activities.
- Assists in evaluating client applications for various department services and determines eligibility as needed.
- Participates in community centered activities; provides social service training and awareness presentations to local agencies and schools.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Writes proposals and grants to secure additional funding and grant monies for continuation and expansion of program services.
- Maintains current working knowledge of trends in social services.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Manages and supervises social services staff; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluations, disciplines and develops professional staff.
- Coordinates training, orientations and continuing education of staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Master's Degree in Social Work, or related field.
- Five years progressive experience in providing social and administrative services; three years in a supervisory capacity.
- Licensed Social Worker.
- First Aid and CPR Certifications.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of Isleta Pueblo traditions, language, history and culture.
- Knowledge of Indian Child Welfare Act (ICWA).
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of Isleta Pueblo civil codes as it relates to children in need of care.
- Knowledge of Isleta Pueblo judicial system.

- Knowledge of the effects and consequences of abuse and neglect.
- Knowledge of case management and crisis intervention.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exercise independent judgment.
- Ability to handle multiple tasks and meet deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work extended hours and various work schedules and be able to work on a 24-hour on-call basis as required.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Situations where extreme caution must be exercised sometimes occur when contacting individuals at home.
- Noise level is usually moderate.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.