

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** Lighthouse Director

**Reports to:** SWO Tribal Secretary

**Standard Employment:** 8am to 4:30pm. Monday through Friday

**Summary:** The Director has full responsibility for planning, directing, and administering the Group home to ensure compliance with the State, Federal, and Tribal regulations. This includes organizing and monitoring program operations, functions, activities, services, and strengthening on-going community relations. The Director has overall fiscal management to include budgets, reporting, and finance, and all other functions necessary to operating a sound program.

### **Duties and Responsibilities:**

#### A. Program Administration

1. Carry-out day -to -day administration and management of Program to demonstrate the capacity of planning, managing, deliver, and evaluating a child welfare delivery system.
2. Conduct and schedule weekly employee meetings for the purpose of program improvement on a continuing basis.
3. Responsible for compiling data and statistics for annual reporting and possible grant applications.
4. Review and submit grant/ state applications.
5. Develop annual budget for submission to Executive and SWO Tribal Council approval.
6. Responsible for approving program expenditures and purchasing, developing budget revisions, monitor inventory control, participate in annual audit, work to resolve audit exceptions and implement management recommendations.
7. Ensure the program meets any non-federal in-kind requirements and appropriate verifiable documentation and volunteer work.
8. Ensure facilities and equipment are operational and meet all local, state, and federal requirements.
9. Assist Caseworkers with contact and communication with social programs and schools to develop systems and procedures necessary to assure implementation.
10. Attend Manager, Budget, and community meetings as required to obtain guidance, provide leadership and coordinate activities.
11. Develop and implement and administrative organizational plan and duties to provide a clear line of authority and channels of communications.

12. Establish operating and administrative policies and procedures to assist content areas in preparing and updating plans.
13. Provide written monthly program reports to Tribal Secretary and council and/or grants agency.
14. Develop plan for utilization for community resources. Initiate and maintain working relationship with public and private agencies that provide supporting services to children and their families.
15. Utilize evaluation data to maintain, correct, and improve the delivery of program services.
16. Monitor policies, procurement, methods, procedures, and modify or make recommendations for modification as is necessary for the proper functioning of the program.

B. Staff

1. Responsible for approving time sheets, annual or sick leave, and other required personnel actions for staff.
2. Responsible to complete staff's annual work performance evaluation and professional development goals.
3. Manage all personnel actions such as employment, retention, promotion, and termination
4. Develop annual trainings or technical assistance plans for professional development opportunities for parents and staff.
5. Responsible for assuring work and weekend on-call is completed and shared with Tribal Policies or any other law enforcement health agencies within jurisdiction.

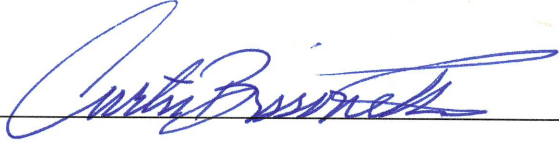
C. Planning and Setting

1. To develop and implement a work plan and reporting system that ensures high quality services are provided to children and families.
2. In conjunction with staff, complete annual school, staff calendar, resources, parent and transportation handbook, and other needed reports.

**Qualifications:**

1. Bachelor's Degree (Minimum)
2. Must possess knowledge of principles, practices, or comparable child development programs.
3. Must possess knowledge in the principles of fiscal management, administration, and human development; including budget preparations, control methods.

4. Ability to write grants and have excellent oral and written skills.

Approved  Date 10/4/23