

**CHEYENNE RIVER SIOUX TRIBE
C.R.S.T. CHILDREN'S VILLAGE
DIRECTOR**

DESCRIPTION OF WORK

General Statement of Duties:

The Director of a Children's Village is responsible for overseeing the daily operations of the facility, ensuring the safety, well-being, and development of all children in care. The Director will lead a team of staff, manage budgets, and work closely with social workers, families, and other stakeholders to create a nurturing and supportive environment for children.

Supervision received: Works under the immediate supervisor of the Child Welfare Board with day-to-day supervision by the Chairman.

Supervision exercised: The director will take administrative responsibility for the Children's village and will supervise all staff underneath this department.

EXAMPLE OF DUTIES (Duties may include, but are not limited to the following):

Program Development

Lead, manage, and mentor staff, including care workers and administrative personnel.

Oversee the recruitment, training, and evaluation of staff to ensure high-quality care. Foster a positive, inclusive, and team-oriented environment.

Develop and implement policies and procedures that promote the safety and well-being of children.

Supervise and ensure compliance with all regulatory requirements. Ensure efficient use of resources and compliance with financial regulations.

Create and implement programs that address the emotional, educational, and physical needs of children in care.

Ensure that children receive appropriate therapeutic services, academic support, and extracurricular activities.

Work with schools, mental health professionals, and other community organizations to provide comprehensive care.

Prepare and manage the budget for the Children's Village.

Work with the Child Welfare Board to secure grants or donations to support operations.

Maintain a safe and secure living environment for all children and staff. Ensure all safety procedures, including emergency protocols, are in place and followed.

Oversee the maintenance and cleanliness of the facility, ensuring it meets health and safety standards.

Develop and maintain strong relationships with children's families, social workers, and other stakeholders.

Facilitate family visitations and communication, supporting the reunification process when appropriate.

Act as an advocate for children in care, ensuring their voices are heard and their rights are protected.

Stay current with trends, research, and best practices in child welfare and residential care.

Lead efforts to improve care quality and organizational effectiveness.

Conduct regular evaluations and assessments of staff performance, program impact, and facility operations.

The Director will work in a residential care setting, with occasional travel to external meetings and community events.

Must be able to handle the emotional demands of working with children who have experienced trauma.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Incumbent must possess the intellectual capacity and discipline to community clearly and effectively with people. Ability to have positive interpersonal relationships, to be non-judgmental and accepting of various family situations. Knowledge of business skills include program management, program development, records management. Computer and Technology Skills are a must and will be utilized daily. Verbal and Written Communication Skills are a must.

Education: Master's degree in social work and supervisory experience required.

Experience: Three or more years' experience working with youth residential programs highly desired.

Special Requirements: Must have a valid Driver's License. Must become certified in CPR and First Aide. This position is also subject to mandatory drug and alcohol testing accordance with the Cheyenne River Sioux Tribe's Drug and Alcohol Free Workplace Policy. Incumbent is subject to a background investigation, accordance and PL 101-647 and PL 101-630 and Resolution No. 86-2013-CR.