



EMPLOYMENT OPPORTUNITIES

Job Title: Child Protective Services Supervisor

Closing Date: 10/29/2026

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 26-801

Job Type: Full-Time Regular

Department: Tribal Social Services

City: Sacaton, AZ

Location: 531 W. "B" Street

Area of Interest: Social Services

Salary Type: Base Pay

Salary Rate: \$68,700- \$91,100

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Child Protective Services Supervisor is responsible for coordinating child protective services, reviewing and assigning referrals within the Children and Family Services and overseeing all Child Protective Services Workers. This position will maintain accurate Child Protective Services (CPS) database information, implement program policy and procedures, provide staff development training, and promote and maintain positive public relations for the child protective services program.

ESSENTIAL FUNCTIONS:

- Supervise all Child Protective Services program staff, provide case consultation, implement program policies and procedures, and conduct regular periodic program staff evaluations in accordance to Gila River Indian Community policy and procedures requirements; Assist in providing training and assistance to program staff in handling and processing cases, including interpretation and utilization of legal codes, court system requirements, established policies and procedures, and community resources.
- Provide and participate in Community wide education programs regarding Mandatory Reporters Training.
- Coordinate activities with the Protective Services Office, Gila River Police Department, Gila River Children's Court, Arizona Department of Child Safety, Crime Victim's Services, and other tribal, state, and federal program for the appropriate handling of child maltreatment cases.
- Coordinate and attend weekly Child Protective Services staffing meetings with Protective Services attorneys to ensure effective, timely, and appropriate handling of all Child Protective Services activities (i.e., investigations, and reporting); Participate in child and family team meetings and other emergency staffing when necessary.
- Review intakes for accuracy and coordinate referrals related to Children and Family Services; assign to appropriate Child Protective Services staff; maintain record of assignments; develop intake and on-call schedules; maintain the Child Protective Services listing and other case listings.
- Completes cases file audit reviews on Child Protective Services cases to ensure compliance, accurate and complete recording, and quality casework services; review results in individual staff evaluations, provide supervisory sign off for all correspondence, documentation, reports, etc., developed by Child Protective

Services staff; Review and approve legal documents created by staff for submission to the Protective Services Office and accompany staff to court hearings, and provide testimony as needed.

- Participate in regular Child Protection Team, Multi-disciplinary Team, and Missing Persons/AWOL weekly meetings, including assignment of staff to attend and case presentations.
- Coordinate all Child Protective Services within the Children and Family Services program; Interpret Federal and State rules and regulations, and access other information necessary to ensure effective Child Welfare practices.
- Prepare monthly reports and summaries of program activities, including case data for use by the Tribal Social Services administration.
- Provide crisis intervention services and critical thinking as needed; Provide on-call oversight and assistance with Child Protective Services Workers on a 24/7 on-call rotation.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of history, culture, laws, rules, economy, education, customs, and traditions of the Gila River Indian Community.
- Knowledge of issues and programs related to child abuse and neglect intervention, prevention and services, including child protective services, case management, juvenile court systems, educational systems, community services/resources, child welfare policies and professional child welfare standards and practices.
- Knowledge and skill in supervision, to include understanding and evaluating job performance, handling personnel issues, evaluation of employees, maintaining professional and confidential relationships with a diverse workforce.
- Knowledge of Federal, State and Tribal program regulations and guidelines to include the Gila River Indian Community Tribal Law and Order Code, and the Indian Child and Welfare Act (ICWA).
- Ability to work independently using professional judgment and cooperatively and productively with staff as a team member.
- Ability to communicate orally and in writing with customers, members of the general public, outside entities, administrative staff and co-workers.
- Ability to maintain a strict standard of confidentiality.
- Ability to effectively plan and supervise the work of others.
- Ability to express ideas clearly, both orally and in writing.
- Skill and ability to interview, problem solve and conduct assessments.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of child welfare case management principles and practices.
- Considerable knowledge of child abuse and neglect, and the ability to decipher appropriate actions to take.
- Considerable knowledge of behavioral health services, child development, substance abuse, domestic violence, and medical information.
- Considerable knowledge of social services, community organization and health services.
- Considerable knowledge and experience in working with children, families, and historical trauma.
- Knowledge of children involved with developmental disabilities services and/or special needs.
- Knowledge of psychotropic medication.
- Professional knowledge in established policies, professional standards of state welfare and Gila River Indian Community Tribal Law and Order Code.
- Skill and ability in interviewing, problem solving, assessment and case planning.
- Ability to work independently and make difficult decisions based on observations and documentation related to cases.

- Ability to effectively manage time, prioritize duties and responsibilities, and address emergency situations.
- Ability to maintain a strict standard of confidentiality.
- Ability to communicate effectively verbally and in writing.
- Ability to follow written and verbal instructions.
- Ability to coordinate the work of others.
- Ability to maintain effective working relationships with other employees, Community officials and the public.
- Ability to perform all physical requirement of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university in Social Work, Human Services, Psychology, Sociology, Behavioral Sciences, or a closely related field and four (4) years' experience in social work or human services and which includes one (1) year supervisory experience.

ADDITIONAL REQUIREMENTS:

- Required to pass background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment. Background checks are required for positions that involve regular contact with or control over Community Children in accordance with *The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63* and positions that have regular contact with the Elderly.
- Required to obtain a Tribal Operator's permit. Valid state driver's license with a current proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application**
- Required mandatory reporter pursuant to Title 7, Chapter 2 (7.205), B.
- Required to attend Title 7 Mandatory Reporting training on a yearly basis.

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short- and long-term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories, please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

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