



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275

www.sokaogonchippewa.com



POSITION: Tribal Child Support Director
SALARY: Commensurate with Education/Experience
HOURS: Full-time – 40 hours/week

Job Summary: *The Child Support Director is responsible for all aspects of operation of the Tribal IV-D Child Support Agency, including hiring and supervision of staff, supervision and monitoring the budget and program requirements to ensure Tribal and Federal regulations are met. Director will also act as liaison with Tribal, State and Federal agencies; plans and facilitates the overall direction of the Comprehensive IV-D program while maintaining adequate records for accountability and supervises child support staff as well as ensures compliance with 45. CFR §309 and other federal and tribal laws pertaining to child support services.*

Duties/Responsibilities:

- Plan, write, implement and complete all tasks related to the Comprehensive IV-D Child Support Services Agency application.
- Develop policies, procedures and protocols that will conform to Tribal and Federal codes and regulations.
- Ensure the Program Development Plan (PDP) tasks are carried out and completed in compliance with the PDP timeline and Federal regulations.
- Ensure all Tribal policies and procedures are followed.
- Recommend program enhancements.
- Meet with Tribal, State, and Federal agencies and coordinate Work Group meetings.
- Prepare and present monthly program status reports to supervising authorities.
- Prepare, administer and maintain all program budgets.
- Supervise Child Support personnel.
- Assist with interviewing and hiring staff; coach and train staff.
- Plan, assist and direct work.
- Evaluate performance, reward, recognize and counsel staff.
- Address complaints and resolve problems related to child support.
- Complete all other duties as assigned

Qualifications:

- Bachelor's Degree in Business Administration; Social Sciences, Criminal Justice or related field highly preferred.
- Knowledge of child support service; legal report writing; legal terminology; courtroom procedures and protocol for Tribal, State and Federal courts.
- Knowledge of Tribal, State and Federal child support regulations.
- Must have the ability to keep all information confidential.
- Must have the ability to maintain accurate, complete and confidential records.
- Must be willing to attend offsite trainings and meetings.

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii



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- Must have excellent leadership, interpersonal and communication skills.
- Must have the ability to work cooperatively and effectively with community leaders, lawyers, employers and clients.
- Must have the ability to diffuse tense situations and to remain impartial.
- Must have exceptional skills with Microsoft software (e.g. Word, Excel, etc.)
- Must be proficient with record keeping and reporting.
- Must be able to pass a pre-employment drug screening and background check.
- Valid Wisconsin Driver's License required

Pre-employment/random drug tests will be required for this position.
Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

Sokaogon Chippewa Community
Human Resources Department
3051 Sand Lake Road
Crandon WI 54520
(715) 478-7663
Email: hr@scc-nsn.gov

Posting Date: February 29, 2024
Closing Date: Until filled

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