



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING Tule River Tribal Members Only

Opening Date: 09/23/2026

Closing Date: 09/29/2026

Position Title: Assistant Director of Special Needs Services

Department: Special Needs Services

Work Schedule: Monday – Friday 8:00AM-5:00Pm (Hours may Vary)

Wage Rate: Pay Range:41: \$44,679.46-57,193.49/YR/Non-Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Must provide completed applications for all open positions applying for:

Submit To:

Human Resources

Tule River Indian Tribe of CA

129 S Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Assistant Director of Special Needs Services **WORKSITE:** Tule River Indian Reservation
340 N. Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Assistant Director of Special Needs Services under the Direction of the Director of Special Needs will perform a variety of tasks for the overall management of the program to support finding suitable work sites for special needs adults between the ages of 18-50 years old.

DUTIES & RESPONSIBILITIES:

1. Implements individual program plans.
2. Documents and monitors individual care, identifying changes and adjusting immediately
3. Plans for staffing to ensure efficiency and effectiveness of everyone's program.
4. Evaluates and documents employee's performance
5. Coordinates with HR to recruit and employee program staff as needed, organizes and participates on interview panels.
6. Actively engages with clients and families
7. Identifies, coordinates and delivers professional development and staff training needed to fulfill program missions and assesses effectiveness of the training.
8. Performs other duties as assigned.

QUALIFICATIONS:

1. Must be able to lift special needs adults up to or more than 50LBs. to 200LBs.
2. Willing to change and clean up special needs adults in case they have an accident
3. Demonstrate a high degree of professionalism, reliability and empathy for special needs clients
4. Ability to anticipate and identify individual needs
5. High School Diploma or GED
6. Valid California Driver's License and must be insurable through the Tribe's insurance
7. Ability to quickly adjust to a rapidly changing environment
8. Must be a Tribal Member

APPROVED BY TRTC 2/23/2026

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of how to set up an individual Program Plan
 2. Strong communication skills including the ability to communicate with non-verbal clients
 3. The ability to maintain open, honest communication with the parents of special needs adults
 4. Knowledge of what stimulates an individual special needs adult's personnel development
 5. Strong computer skills
 6. BLS Certification preferred
 7. CPR Certification
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WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in proofreading correspondence and work-related documents. Acute hearing is required. Typically, office work setting conditions. Frequently must be able to lift 50LBS – 200LBS. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to: Tribal Council

Supervises: Special Needs Services Assistant

Salary: Range: 41 \$44,679.46-\$57,193.49/ YR/Non-Overtime Eligible
Paid Bi-Weekly/ Non-Exempt

Working Hours: 40+ Hours/Per Week
8:00A.M. - 5:00 P.M. Monday-Friday- hours may vary as required

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO &
401(K) participation.

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); VETERAN PREFERENCE