



Tolowa Dee-ni' Nation Position Description

Title: Social Worker I/II

Class: Skilled

Status: Full Time

Supervisor: Program Manager

Effective Date: June 2015

Department: (04) Community &
Family Services

FLSA: Exempt

Pay Grade: VI/VII(\$15.13 - \$25.60)

Subordinates: None

Position Summary:

Social Worker is a professional position responsible for providing a wide range of case management and supportive services to Indian families. They assist clients in understanding the causes of their problems and work with them to modify and change attitudes and behavior. Social workers assist families and individuals in developing case plans to address safety issues and to correct problems that create substantial risk factors. When necessary social workers may initiate court action to protect children and vulnerable adults.

The overall responsibilities of the Social Worker include, but are not limited, to Child Welfare Services, Indian Child Welfare Act compliance, Senior Services, Alcohol & Substance Prevention programs, Family Violence Prevention Services, and other related programs as assigned. Duties may also include program administrative services, assistance in the budgeting process, coordinating and assisting in writing and administering grants.

The Social Worker II or Program Manager assists Social Worker I with unusual situations that do not have clear precedents or when clarification or interpretations of established policies/regulations are needed. Employees work with a high degree of independence in administering services and in using agency or community resources; working independently toward established objectives. Other duties will require the development and delivery of staff and clientele training materials, working with the Tribal Community to plan and deliver effective human services that meet the needs of the community.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Carries a varied caseload that includes ICWA, Tribal Court and other types of cases with problems of moderate difficulty.
- Actively collaborates with local partners for joint case management for child welfare, elder abuse, mental health services or other services.
- Interviews clients and performs case studies to determine social service needs.
- Uses a variety of available assessment tools (Family Development Matrix, Structured Decision Making etc.) to assess risk and develop case plans.
- Develops and carries out non-complex treatment plans for individuals and families.
- Refers clients to other Tribal program staff as necessary.
- Assists applicants and recipients in utilizing available resources.

- Interprets policies, rules, and regulations of the agency to applicants, clients and others within the scope of their responsibility.
- Makes home visits in connection with casework assignments.
- Attends court proceedings in person or telephonically.
- Prepares court reports and makes recommendations for court action.
- Prepares and maintains case records using a variety of software or case management tools.
- May be assigned to specialized functions.
- Participates in in-service training and other staff development activities to increase knowledge of the social work processes and achieve technical competence.
- Receives casework consultation from community partners.
- Represent the Tribe to various agencies as well as externally to governmental agencies, funding agencies, national organizations, and the general public; performs community liaison and outreach activities for program(s)/project(s).
- Assists clients with paperwork needed in applications for programs such as medical or financial assistance.
- Ability to recognize the need for professional intervention and to be non-judgmental.
- Knowledge of child development, family dynamics, family problems and stresses of parenting, substance abuse and domestic violence. Understanding of family dysfunction and ability to intervene successfully to improve family functioning.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.
- Assists with licensing for foster and daycare homes

Social Worker II

- **Must perform all the duties and responsibilities of SW I with independence and autonomy and:**
- Carry a complex caseload that includes ICWA, Tribal Court, Juvenile Wellness and other types of cases with problems of moderate to high difficulty.
- Provide in service training to staff and volunteers.
- Develop and implement complex treatment plans for families and individuals.
- Provide support and limited direction to Social Service Aides and SW I.
- Carry out specialized assignments such as grant planning, development and reporting, quality assurance, forms and procedure development, etc.

Supervisory Responsibilities:

None.

Minimum Qualifications:

Social Worker I

- Associate level education in Social Work, Psychology, Sociology or closely related field; **required**; Bachelor's level preferred
- An equivalent combination of 4 years education, specialized training and experience, may be considered.
- Demonstrated ability to use technical writing techniques, **required**.
- Computer and/or word processor, data base experience, **required**.
- Demonstrated organizational skills, **required**.
- Knowledge of current issues in the field of social welfare; social services programs including ICWA, child welfare, TANF, family violence, public welfare programs on the Federal, State, and local level, and other related programs.
- Knowledge of: socio-economic conditions and trends; basic principles of individual and group behavior; principles of interviewing and problem-solving methodology; principles and techniques of interviewing and recording of social casework.
- Knowledge of community organizations and the social problems calling for the use of public and private community resources.
- Ability to communicate effectively, both orally and in writing.
- Ability to comply with all applicable Federal or Tribal statues, regulations or ordinances.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to gather data, compile information and prepare reports, including organizing and maintaining work detail.
- Ability to maintain confidentiality in accordance with applicable legal standards and regulations.
- Operate a personal computer and other office equipment; use related software.
- Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.
- Ability to develop, plan, and implement short- and long –range goals for clients.
- Understanding of Tribal Governments and Tribal programs, Federal regulations and state policies, preferred.
- Must be willing to submit to and clear an Alcohol/Drug screen test.
- Qualified Indian Preference applies

Social Worker II

- All of the above **and**:
- A Bachelor's degree in social work, psychology, sociology or closely related field **and** two years' experience **OR** a Master's degree in social work, psychology, sociology or related field.
- Demonstrated ability to handle a complex caseload serving a variety of clients
- Advanced knowledge of Tribal, State and Federal policies and regulations
- Advanced knowledge of current issues in the field of social welfare; social services programs including ICWA, child welfare, TANF, family violence, public welfare programs on the Federal, State, and local level, and other related programs.
- Demonstrated ability to manage a complex caseload for various programs (i.e. child welfare, juvenile wellness, Elder services, domestic violence, etc).

- Advanced knowledge of child development, family dynamics, family problems and stresses of parenting, substance abuse and domestic violence. Understanding of family dysfunction and ability to intervene successfully to improve family functioning.

Language Skills:

Must have the ability to read and interpret documents such as safety rules, licensing standards, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Employee is expected to resolve problems on the basis of past precedents; exercise judgment in interpreting guidelines and applicability and ensure all goals and objectives are met.

Certificates, Licenses, Registrations:

- A valid driver's license will be required at the time of appointment; employees may be required to drive their own vehicle, provide proof of financial responsibility and submit a DMV clearance.
- Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.

Physical Demands:

This position requires frequent walking, standing, driving, bending, light to moderate lifting (at least 50 lbs.), sitting, stair climbing. Requires working at computer and viewing computer screen. Activities may include running, climbing stairs, crouching, balancing, kneeling, reaching and twisting. Vision and hearing should be corrected to the normal range. Facilitating some recreational or community activities will be required.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

Work is typically performed in an office environment, with frequent interactions at client's residence, schools, and other institutions both public and private. Work also involves a high level of interaction with Tribal members, their families and outside professionals; often under stressful conditions. Work is required on limited weekends and evenings with some out of town travel.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____