POSITION TITLE:  ADULT AND CHILD PROTECTION SERVICE INVESTIGATOR

SUPERVISOR:   HEALTH CLINIC DIRECTOR

SALARY   $40.00 HOURLY up to 20 hours a week

NATURE OF WORK: The Contractual Adult (APS) and Child Protection Service (CPS) Investigator will investigate all referrals regarding adult and child abuse, neglect, self-neglect, abandonment and exploitation. The investigator will make a determination whether the investigation should go to court and open a case or if preventative/support services are to be implemented before determining if necessary, to involve the court. This position will receive referral from Tribal Court, Indian Child Welfare, Family Services, Health Clinic, Public Safety and other Skokomish departments and programs. Referrals are expected 24 hours per day, every day of the year. An APS/CPS investigation includes interviewing and gathering information to see if abuse or neglect happened and if intervention is necessary. The investigator considers both risk and safety issues, and may recommend services for the child and family to reduce the risk of further abuse or neglect.

REPRESENTATIVE JOB DUTIES:
1. Investigating reports of adult and child abuse or neglect, and taking the necessary steps to protect the client. This could include removing a child from their family.
2. Determines if necessary, to involve court and/or plan and arrange all services the clients will need, collect and evaluate relevant information to make appropriate decisions.
3. Provide client advocacy, consultation, networking, family support and crisis intervention.
4. Attends community and staff committees whose goals directly or indirectly relate to the population of Elders and Children that the investigator will be working with.
5. Facilitate transportation to appointments and services.
6. Interact with Tribal Elders and Tribal Children on a regular basis to assess their overall well-being.
7. Performs other duties assigned by supervisor

MINIMUM QUALIFICATIONS:
1. Masters in Social Work, Bachelor’s Degree with two (2) years of relevant work experience or an Associate’s degree plus five (5) years relevant work experience.
2. Must have working knowledge to create and develop a logic model in accordance with Adult Victims of Crime grant requirements (data collection).
3. Understanding of Native American community sensitivity
4. Candidate must have a valid driver’s license and be eligible for the Tribe’s automobile insurance.
5. Must be able to work in a team environment
6. Strong organizational, communication and interpersonal skills preferred
7. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
**Behavior standards:** Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have in each of us. Demonstrates honesty and ethical behavior.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe’s Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

**APPLICATION INSTRUCTIONS**

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

**JOB DESCRIPTION APPROVAL:**

CEO: _________________________________ Date: ________________

Employee: _________________________________ Date: ________________