JOB DESCRIPTION

POSITION TITLE: INDIAN CHILD WELFARE CASE WORKER/SUPERVISOR

SUPERVISION: HEALTH DIRECTOR

SALARY: $30 HOURLY 1 FTE

NATURE OF WORK: The mission of the Skokomish Tribe Indian Child Welfare Case Worker/Supervisor is to provide oversight to the Indian Child Welfare Program and direct supervision to the ICW Workers, enhancing the quality of life of Tribal children and families through the delivery of excellent child welfare services. This position focuses on the Tribe’s deeply held value of protecting children and keeping families together whenever possible. This position will investigate child welfare referrals, making a determination whether court intervention is necessary and providing referrals to all appropriate services. This position operates under the Indian Child Welfare Act, Skokomish Youth Code and the policies of the Skokomish Tribe.

REPRESENTATIVE JOB DUTIES: Care Coordination/Investigation of Child Welfare Referrals: Protection of children, reconciliation of families, and ongoing services to children and families where there is court involvement such as:

1. Explains program policies and provisions of the Tribal Code and ICWA of 1978 to families, individuals, and members of the community when investigating child welfare referrals.
2. Investigates child welfare referrals, developing effective partnerships with the family and services providers to address primary safety risks and concerns through strength-based communication.
3. Maintains case records, required forms and reports, including the Tribal data collection system.
4. In consultation with prosecuting attorney and Skokomish Court Administrator prepares and documents cases for court proceedings, when court intervention is necessary to assure the protection of the child/children. Works closely with local Law Enforcement and legal departments in sharing information from forensic interviews in the legal format. Testifies in court regarding the forensic interview(s) and provides expert opinion on the strengths and weaknesses of the child’s disclosure.
5. Works in partnership with the ICW Case Managers and other professional service providers to identify the needs of the family and target the primary area of safety and other child/family needs to work towards family reunification.
6. Provides psychosocial summaries, home studies and other appropriate correspondence with outside agencies.
7. Provides and or arranges for supportive services such as consultation, problem resolution and crisis counseling for out of home providers.
8. Provides transportation for clients.
9. Supervises visitation between children and adult family members.
10. Directly supervises the ICW Case Managers.
11. Other duties as assigned
QUALIFICATIONS:
1. MSW from an accredited four-year college or university is required; and two year’s experience in a tribal environment working with children and families where abuse and violence are identified is required; or satisfactory equivalent combination of education and experience as long as the minimum educational and experience requirements are met.
2. Experience or training in the forensic interviewing of child victims of abuse is required. Documentation of specialized training in child development, forensic or clinical interviewing is preferred.
3. Minimum three years of supervisory experience is required.
4. Experience managing projects required.
5. Intermediate computer skills in Word, Access and Excel are required. Strong written and verbal skills are required.
6. Candidate must have a valid driver’s license and be eligible for the Tribe’s automobile insurance
7. Must be able to work in a team environment.
8. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Must demonstrate the following abilities:
1. Must demonstrate thorough understanding of family preservation and reunification efforts
2. Must demonstrate a thorough understanding of child protection and safeguarding issues, prevention and early intervention services
3. Must demonstrate effective communication skills; excellent verbal and written skills
4. Must demonstrate ability to work cooperatively and maintain productive relationships
5. Ability to listen respectfully and to be creative and flexible
6. Must be sensitive to Child Abuse issues, families, and culture
7. Must demonstrate ability to remain impartial
8. Must have ability to be culturally sensitive in a diverse society
9. Must demonstrate strong customer service skills
10. Must have ability to remain calm in tense situations
11. Must maintain strict confidentiality at all times
12. Must demonstrate problem resolution skills

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 place 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: ____________