



Job Position: Child Welfare/ICWA Case Worker	Status: Full-Time/Exempt
Division: Tunica-Biloxi Social Services	Salary: \$35,000.00
Posting Date: February 17, 2020	Closing Date: March 3, 2020

Job Description

Summary:

This position will require knowledge of social work including CPS investigations and ICWA inquires as well as on-going case management and court procedures. The case worker will act as an advocate, case worker and coordinator of services in situations involving Indian Child Welfare and individual/family cases.

Essential Duties and Responsibilities:

- Act in a responsive and professional manner in promptly responding to all requests and case issues.
- Provides support, information and referral services to family members and youth by establishing and monitoring case plan; serves as a liaison with client's family, home and other community services; and providing necessary community agency referrals when deemed appropriate.
- Act as an advocate for client/family as needed; including representing the Tribe in State and Tribal court.
- Submit monthly/quarterly reporting to program director.
- Attend Department of Social Services Staffing meetings and provide program updates, review cases and accept referrals.
- Able to complete Intake reports involving child abuse and neglect.
- Provide support to State DCFS with tribal child welfare investigations.
- Complete reports in regard to reunification plans, safety plans, court reports, etc.
- Follow each case to ensure that the plan or program is working for the participants
- Conduct face-to-face contacts, home visits, and child welfare checks as assigned.
- Complete letters of response to ICWA case inquiries.
- Complete all other duties as assigned by Social Service Director.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Strong management and leadership skills;
- Proactive and diligent in workflow and resolution of issues;
- Skillful in gathering and analysis of information;
- Knowledge of sound ethical management practices;



- The ability to decipher confusing or abstract laws or ethics rules;
- Firm grasp of government and business processes;
- Strong personal constitution and ethical conviction;
- Commitment to keep and maintain confidentiality requirements.
- Excellent written and oral communications skills.

Qualifications:

- Must be trained in motivational interviewing skills within the first 6 months of work.
- Must be aware and strictly abide by the Code of Confidentiality.
- Must be available to receive calls after hours and weekends in case of child welfare emergencies.
- Must possess excellent computer, written and verbal communication skills.
- Must have a valid Driver’s license and a good driving record.
- Must be able to travel when assigned.
- Must be able to pass a criminal background check.

Minimum Education and Experience:

Must possess a minimum of an Associate’s degree in a social service related field; In lieu of a degree, at least 5 years experience in a social service related field; Must have a minimum of 2 years of experience working in a human services setting and working directly with families and children.

Language Ability:

Candidates must possess the ability to write reports business correspondence and manuals; ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to effectively present information and respond to questions from groups of executives, managers, clients, customers, and the general public. Strong presentation skills including an ability to articulate and support points of view across a broad spectrum of issues is a must. Candidate must demonstrate diplomacy, superior organizational skills, and have strong analytical capabilities.

Computer Skills:

Computer skills necessary to complete the Essential Duties and Responsibilities described herein are mandatory.

Supervisory Responsibilities:

None.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk and sit for long periods of time.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

Disclaimer:

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.

