

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: **October 30, 2024**
FROM: **Human Resources Department**
RE: **Child Welfare Case Worker**

The Human Resources Department is currently taking applications for a full-time Child Welfare Case Worker. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at www.tunicabiloxi.org and click on 'Government' located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until, November 7, 2024 at 4.00 p.m.

Date and hour posted: _____ :_____.m.

Date and hour removed: _____ :_____.m.

Attachment: job ad



Job Description

Summary:

The Child Welfare Case Worker works within the Tunica-Biloxi Child Welfare program to investigate suspected child abuse situations and assist with state-led child abuse investigations. The Child Welfare Case Worker will coordinate with both Tribal and state courts on court involved child welfare cases along with monitoring or intervening in tribal cases. In addition, the Worker will provide case management services to Tribal child welfare cases.

Essential Duties and Responsibilities:

- Investigate reports of child abuse or neglect on tribal reservation
- Provide support to state workers during child abuse or neglect investigations which reside off the reservation.
- Evaluate a child's living situation and family's circumstances through home visits and meetings.
- Connect families with resources like housing, food assistance, counseling, and public benefits.
- Access the safety and well-being of children during investigations and/or home visits.
- Document visits and services within case management services.
- Adhere to ICWA Child Welfare standards within all cases.
- Promote ICWA standards with all cases within state court.
- Develop or assist in the development of case plans for all tribal court or state court cases.
- Participate in the removal of children from homes for temporary placement if needed.
- Attend court hearings within the Tribal Court System as well as within the State court.
- Attend required trainings and meetings.
- Represent the Child Welfare Program for all tribal activities and functions.
- Collect case data and submit to the Program Director for quarterly reporting.
- Provide referral services in prevention efforts for families.
- Encourage and promote family strengths to help provide a safe environment for children.
- Other duties may be assigned within the scope and complexity of essential functions of the position.

Competencies:

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

- Positive role model for the program and its participants;
- Understanding of different family dynamics;

- Ability to work collaboratively;
- Ability to work independently;
- Commitment to keep and maintain confidentiality requirements.
- Good written and oral communications skills.

Qualifications:

- Knowledge of child welfare services including child protection, prevention, reunification, and diversion services
- Knowledge of case management, intervention, and referral
- Knowledge of child development, best parenting practices and healthy family structure
- Knowledge of local and community resources
- Ability to work collaboratively with other professionals
- Ability to drive to home visits and meetings here within Louisiana and Texas
- Ability to form close, non-judgmental relationships with parents/caregivers
- Ability to maintain client confidentiality
- Ability work effectively both independently and cooperatively with others as a team to develop projects
- Must be able to attend after-hour and weekend outreach events
- Must be able to travel when assigned
- Must be able to pass a criminal background check

Minimum Education and Experience:

- Bachelor's Degree from an accredited university in a Social Service Related Field;
- 3-5 years of experience working directly with family case management
- Previous experience working in child welfare a plus
- Successful completion of the Parents as Teachers Curriculum Program
- Ability to work with minimal supervision
- Good written and communication skills
- Ability to work as a team member
- Maintain appropriate boundaries while working in close inter-personal relationships.

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:

No

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.

Selection Process:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants demonstrating the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested;
or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

To apply for this position, interested candidates must submit their completed application, or cover letter and resume on or before the closing date to:

Tunica-Biloxi Tribe of Louisiana

Attn: Human Resources

150 Melacon Rd.

P.O. Box 1589

Marksville, La. 71351

HR@tunica.org