
Karuk Community Health Clinic
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Happy Camp, CA 96039
Phone: (530) 493-5257
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Karuk
6423
Post
Happy C
Phone
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Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

(Internal Posting)

Title: Child Welfare Services Lead Social Worker
Reports To: Child Welfare Services Operations Administrator
Supervises: Child Welfare Social Worker, Child Welfare Case Aide
Location: Yreka, Happy Camp, and/or Orleans, CA
Salary: \$65,000 – \$ 80,000 DOE
Classification: Full Time, Regular, Exempt, Non-Entry Level

Summary: Under general direction, the Lead Social Worker carries a complex caseload involving the determination of need for child welfare services for tribal youth and families. The Lead Social Worker performs social studies and assignments involving individualized treatment and specialized application of casework methods and skills; provides comprehensive casework services; and performs other related work as assigned. This position acts as a lead contact to other tribal social workers in the Child Welfare and Indian Child Welfare Act (ICWA) Program. Specialized functions may include Tribal Court Investigations, Family Maintenance/Reunification, Emergency Response, Child Protection activities and Foster Care and Adoption Placements per the Karuk Tribe's Title IVE Agreement and Karuk Child and Family Services Plan. Lead Social Worker candidates are expected to work with a high degree of independence in administering services and making use of department, tribal and community resources.

Application Deadline: April 5, 2024 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Acts as lead social worker to Karuk Tribal child welfare social service staff.
2. Provides case supervision to Karuk Child Welfare social worker and case aide.
3. Responsible for a caseload of more difficult types of social services cases requiring a high degree of technical competence, such as situations where environmental forces affect family life.
4. Receives and responds to reports of suspected abuse, obtains information from reporters; may personally investigate and assess situations to protect vulnerable tribal youth.
5. Recommends alternate placement, may provide information to law enforcement, or attorneys; may testify in state or tribal court.
6. Performs case studies and evaluates individual and family case information to assess the safety of tribal youth; determines appropriate types and methods of treatment.
7. Develops and carries out child welfare treatment plans for an assigned caseload; ensures all services are delivered in a respectful, appropriate manner in conformance with the Karuk Tribe's cultural and life ways; assist clients and family members to develop strategies to accomplish case plan goals.
8. Counsels or provides guidance and support to families with more complex or specialized child welfare needs.

9. Refers clients to other staff members or to community resources for direct and intensive services and specialized counseling; advocates on client's behalf for most appropriate services.
10. Assesses client/family problems and follows through with recommendations for treatment.
11. Interprets policies, rules and regulations to client, applicants and others.
12. Makes home visits in connection with casework assignments.
13. Develops and prepares court reports, case plans, case narratives and safety plans in automated computer system.
14. Prepares and maintains case records and databases; communicates decisions, timeliness, and recommendations.
15. Monitors case record and database of Child Welfare Social Work staff.
16. Participates in in-service training and other staff development activities to increase knowledge of the social work processes and achieve technical competence.
17. Works with Tribal and community organizations and makes referrals as appropriate.
18. Provides self-help information, education, and services; works with clients and caregivers to develop and improve caregiving and independent living skills.
19. Obtains and evaluates legal, law enforcement, medical and psychological reports.
20. Maintains client confidentiality; performs all duties in conformance with the National Association of Social Workers (NASW) Code of Ethics.
21. Work with our Tribal families mindfully, with a decolonized approach and trauma informed care; understanding poverty effects on families; understanding historical Trauma, institutional racism, and oppression of Indigenous people within colonized Western social, justice, and education systems.
22. Responsible to conduct professionalism on and off the job including social media, cell phone/text etiquette, emails, and other forms of communication.
23. Performs other related duties as assigned.

Qualifications:

1. Has the ability to work effectively with Native American people in culturally diverse environments.
2. Has the ability to establish and maintain harmonious working relationship with community members, other employees and the public.
3. Knowledge of ICWA and Title IVE as it pertains to tribes.
4. Knowledge of the principles and practices of organization, workload and time management.
5. Excellent oral and written communication skills.
6. Knowledge of the principles and practices with interviewing and recording of child welfare casework.
7. Knowledge of current developments in the field of Child Welfare and understands child welfare programs on the Tribal, Federal, State, and local level.
8. Knowledge of signs, stages and dynamics of abuse and the effects of abuse on child development and behavior.
9. Knowledge of laws, rules and regulations governing the operation of child welfare systems and the role and responsibilities of the social worker.
10. Proficient in the operation of a personal computer, electronic data systems and other office equipment and related software.

Requirements

1. Possession of a Bachelor’s Degree in Social Work or social/human services, sociology or other behavioral science; Master’s Degree preferred.
2. The equivalent of three years of full-time experience performing duties in a Tribal, public or private Child Welfare system.
3. Must have a pre-employment and annual health examination.
4. Must successfully pass a pre-employment drug and alcohol screening test.
5. Must adhere to an investigation of character as required by the *Indian Child Protection and Family Violence Prevention Act*. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (F.B.I.) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offense or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children.
6. Must possess valid driver’s license, good driving record, reliable transportation and be insurable by the Tribe’s insurance carrier.
7. Must adhere to confidentiality including Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR Part 2.
8. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B and test annually for Tuberculosis (TB).

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

Veteran’s Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran’s Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: March 26, 2024

Employee’s Signature: _____