

## **POSITION DESCRIPTION**

**Title:** Indian Child Welfare (ICW) Case Worker

**Reports To:** Behavioral Health Director

**Location:** Yreka Social Services Office

**Salary:** Depends on Experience

**Classification:** Full Time, Non-Exempt, Non-Entry Level

**Summary:** The Karuk Child and Family Services Program provides counseling and Assistance to Tribal members to promote stability and a safe environment for Tribal children and their natural families. The Program also provides assistance in identifying certifying, and supporting Tribal Foster Homes in accordance with guidelines established by the Indian Child Welfare Act. Case management, counseling, and assistance to court dependents are also provided.

Under general supervision, the Case Worker shall provide paraprofessional and treatment support services for Department of Social Services and ICW clients in an assigned program or service area; shall provide counseling educational services under appropriate guidance; shall develop and facilitate client service and case management plans, and do related work as required.

Incumbents in this class provide assistance to social workers by performing a variety of less complex functions in the child and adult program area that do not require the skill and training of a social worker. Including managing data base systems, communicating directly and in writing with clients and children, assisting social workers in their compliance with legal responsibilities, and instructing parents in developing parenting and household management skills.

**Responsibilities:**

1. Shall meet with individuals, families, and groups to provide a variety of case management and support services related to the program or service area to which assigned.
2. Shall assist social worker in meeting court responsibilities; supervise visits between parents and children; report observations to the social worker; provide emergency child care; under supervision, monitor the medical or psychological care of abused children; coach emotionally disturbed or substance-abusing parents on parenting and household management skills; instruct parent or Caregivers in such things as nutritional meal preparation, budgeting, and household care.
3. Shall assist social worker in conducting on going needs assessments; verify needs by contacting medical and health services providers; present assessments to review committees; complete narrative reports of client conditions and services; and make referrals to medical personnel or supervising social worker as needed.

4. Shall assist social worker in ongoing risk assessment; maintain records, written reports, and data base systems; determine program eligibility; provide liaison between clients and professional staff and individuals and groups in the community served; and directly assist families to learn about an use resources available including medical, legal, and employment services. Visit clients in their own homes; transport children and/or adults in tribal vehicles; maintain records of service provided as required by state and federal regulations, Juvenile Court order, or department policies; work with individuals and/or families to facilitate access and use of tribal resources as directed by social work staff; work cooperatively with clients, families of clients, and professional staff from all public and private agencies.
5. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
6. Other job related duties as assigned.

**Physical Requirements:**

Shall sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; lift and move objects weighing up to 40 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX. Drive long distances in all types of weather conditions and greater than 250 miles one day.

**Working Conditions:**

Work is performed in office, clinic, or community environments; work is performed with people who may exhibit unstable and potentially violent behavior; continuous contact with other staff and the public.

**Desirable Qualifications:**

**Knowledge of:**

- Basic computer programs and applications.
- Basic principals of human behavior and development.
- Community resources useful to clients served.
- Acceptable housekeeping, homemaking, and parenting methods and standards.
- Modern office techniques.
- State, federal and local laws, regulations, and requirements for provision of services to adults and children, including reporting mandates and requirement to maintain confidentiality.

**Ability to:**

- Interview clients to obtain a variety of information applicable to the provision of services.
- Communicate and relate to service providers, community partners, and other employees.
- Handle stress and unusual client behavior, including hostile clients and threatening situation.
- Understand and accept cultural, socio-economic, and lifestyle differences.
- Effectively instruct and coach parents and caregivers in parenting and household skills.
- Prepare clear, concise, grammatically correct written reports.
- Recognize and report specific indications of risk or need for services.
- Learn, apply, and explain federal and state laws, rules, and regulations pertaining to services to adults and children. As well as laws as they apply to ICWA.
- Develop and maintain cooperative, constructive relationships with clients, families of clients, members of professional disciplines, social, and health agencies, and other staff.
- Learn to develop and implement client case management services.
- Maintain confidentiality of case information.

- Effectively counsel clients, children, and families.
- Recognize potential crisis and deliver crisis intervention services.
- Learn warning signs of abuse and communicate them clearly and promptly to appropriate social work staff.
- Effectively represent the Karuk Tribe of California, Social Services Department with the public, community organizations other county staff, and other government agencies.
- Work effectively with Native American people in culturally diverse environments.
- Manage time well and work under stressful conditions with an even temperament.
- Establish and maintain harmonious working relationships with other employees and the public.
- Understand and follow oral and written instructions

**Required Training and Experience:**

Must have or acquire any combination of training and experience which would likely provide the required knowledge and abilities.

A typical way to obtain the required knowledge and abilities would be:

1. One year of paid or unpaid work experience in a public or private social service, health or education-related agency providing direct services to children, families, the elderly, or persons with disabilities.
2. One year of college which has included at least nine (9) semester units of course work in social work, social/human services, sociology, gerontology, child development, or related behavioral science.

**Other Requirements:**

1. Must possess or obtain valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
2. Must adhere to confidentiality policy.
3. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

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

**Council Approved: May 27, 2004/Revised February 10, 2005**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_