

**MAKAH TRIBE
POSITION DESCRIPTION**

Job Title: Caseworker I (Intake/CPS-Elder Abuse Investigator)

EXEMPT: No	JOB CODE: 3-SS T-3
TARGET SALARY: \$14.78 to \$17.39/DOQ	LOCATION: Building 5
PROGRAM: Family Services	HOURS: 8:00 – 5:00
REPORTS TO: Lead Caseworker/Juvenile Officer	

SUMMARY: Receive and document all calls for intake processing on reporting child/elder abuse and neglect. Schedule appointments, provide information to callers, and relieves officials of clerical work and minor administrative and business detail. Maintain CPS/CWS child/elder abuse caseload.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Conduct case management for all cases assigned; monitoring child and vulnerable elderly placement for compliance of court ordered service plans, arrange (and if necessary, supervise) visitation between parents and children.

Children:

- Assess need for out of home placement; prepare and counsel adults and children regarding the need for placement and separation of family members.
- Provide case management services to facilitate out of home placements; reviews need for continued out of home care; and monitors group placement.

Elders:

- Assess and arrange for emergency placement of vulnerable elderly with extended family or other community members, when necessary, pursuant to the provisions of the Makah Law and Order Code.
- Provide case management services to facilitate service delivery and monitor home placement or out of home placement.

Develops and implements appropriate Individual Service Plans including service agreements with clients which are goal directed, have specific behavioral objectives, are measurable and time limited

Provides permanency planning case management for children in out of home placement which may include guardianship, adoption, long term foster care, or other arrangements.

Refer clients for physiological, psychiatric, and/or medical evaluations and treatment and other community resources.

Provide and/or arrange for supportive services such as consultation, problem resolution, and crisis counseling for placement providers.

Participate in case staffing, multidisciplinary and /or multi-agency case staffing and staff meetings.

Prepare and submit regular statistical and narrative reports on activities as requested. Occasionally required to provide oral or written reports to the Makah Tribal Court regarding client.

Required to attend State Social Worker Academy and other related training to be determined by Supervisor, in conjunction with Seniors Program Manager for the Elder Abuse portion of this position.

Answer telephone calls for intake on child/elder abuse and neglect. Evaluate incident for referrals. Refer cases to proper officials (CPS, Police Officer, or Caseworker) for investigation or follow-up.

Coordinate information with Makah Family Services to enable intakes, investigations, and casework services. Includes, but is not limited to case management, assisting with supportive or preventative services.

Document abuse and neglect reports; initiate and maintain a case file for history.

Maintain case records, required forms, and reports in prescribed agency format.

Children:

- Investigate reports of child abuse and neglect. Place children when needed with extended family or in foster care, pursuant to the provisions of Makah Law & Order Code and Indian Child Welfare Act.
- Conduct interviews in an effort to gain a social history; follow-up interviews by contacting public authorities, social agencies, parents, relatives, employers and others to secure information to be used in planning appropriate rehabilitation and reunification plan for MINOC children and their families.

Elders:

- Investigate reports of elder abuse and neglect. Place elder when needed with extended family or other available home, pursuant to the provisions of Makah Law & Order Code.
- Conduct interviews with all involved parties including, but not limited to: vulnerable elderly; caregivers; extended family of the elderly; other community members or organizations; Public Safety; and medical staff.

- Coordinate services with the Seniors Program.

Provide and/or refer for intervention services to Indian elders, children and families.

Compile and provide case histories and “Individual Services Safety Plans” (ISSPs) in affidavit or other prescribed form for submission to the appropriate agency or department when required.

Provide training information and refer to consultants in community agency personnel and community groups.

Participate in case staffing.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Bachelor’s degree in Social Work, Psychology, Sociology, or related field, is preferred.

Or combination of college and work experience related to field.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

Must have a current First Aid/CPR certification.

OTHER SKILLS AND ABILITIES:

Ability to meet with the public and staff in courteous, professional manner using tact, diplomacy, and mature judgment.

Ability to work with Native American families of varying circumstances, social, educational, and economic backgrounds.

Must ability to prioritize assignments and work independently with little supervision.

Must have basic office skills: maintain filing system, operate computer software (word-processing and spreadsheets), and record keeping.

Must have excellent oral and written communication skills.

Ability to relate and communicate to clients who are at times hostile.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: Tabitha.herda@makah.com

OPEN: November 29, 2016
CLOSE: December 5, 2016

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.