

**MAKAH TRIBE  
POSITION DESCRIPTION**

**Job Title: Caseworker I - II or III (Foster Care Licensor)**

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**EXEMPT: No**

**JOB CODE: 3-SS T3 - T4 - T5**

**TARGET SALARY: HSD - 3-SS T3 \$15.68 to \$18.45/DOQ**

**BA - 3-SS T4 \$17.26 to \$20.30/DOQ**

**MA -3-SS T5 \$20.07 to \$22.30/DOQ**

**LOCATION: Building 5**

**PROGRAM: Family Services**

**HOURS: 8:00 – 5:00/Flex**

**REPORTS TO: Lead Caseworker II (ICW)**

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**SUMMARY:** The primary purpose of this position is to recruit and license families to serve as foster parents. The Foster Care Licensor is responsible for monitoring all licensed foster homes for compliance with State, Tribal, and Federal regulations. This position will also provide pre-service training's for the prospective foster parents.

**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.

Recruits and Licenses families to serve as licensed foster parents, relative placement providers and respite care providers.

Determines foster parent applicant's qualifications and abilities based on minimum licensing requirements and background checks requirements are met to keep children safe, protected and their best interest standards are being met using applicable Tribal, State and/or Federal regulations and/or laws.

Determines relative placement applicant's qualifications and abilities based on Makah Tribal Relative Placement Provider policies and background check requirements are met to keep children safe, protected and their best interest standards are being met.

Determines respite providers applicant's qualifications and abilities based on Makah Tribal respite care policies and background check requirements are met to keep children safe, protected and their best interest standards are being met.

Monitors Makah Tribal Foster homes, relative placement provider and respite care providers to ensure compliance with minimum licensing standards are

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being met, includes but not limited to home inspections, home studies, personal interviews, reference checks, orientations, and training on new regulations/laws of foster related issues.

Provides training to foster parent pre-service training, in-person and online training, Caregiver Core Training through the Alliance for Child Welfare Excellence and preservice training and in-person and online training for relative placement providers and respite care providers.

Investigates allegations of reported non-compliance of licensed foster homes, relative placement providers and respite care providers and reports any concerns to the Lead Case Worker II (ICW) and Social Services Manager during case staffing.

Develops services and safety plans of foster parents and relative placement providers when a foster parent, a relative placement provider or a respite care provider is in non-compliance of safety and protection standards of dependent children are not met by the foster parent or relative placement provider and report any findings during case staffing.

Provide and/or arrange for supportive services as consultation, problem resolution, and refers to crisis counseling for foster parents or relative placement providers.

Refers clients, children, foster parents, relative placement providers for physiological, psychiatric and/or medical evaluations and treatment and other applicable community resources to assist the family in placement.

Complies with and responsible for Title 4-E eligibility reimbursement process; submits forms/records for eligibility determination for the foster care of children in need and prepares forms/invoices in agency prescribed format for billing and reimbursement payments for the foster care of children.

Provides written referrals to relative placement providers to apply for Medicaid coverage (Apple Health) and TANF funding and any appropriate resource(s) necessary for children in court order relative placement homes.

Maintains agency appropriate case file records, retains Title 4-E records for 10 years, all foster care, relative placement and respite care provider files/records in required format and makes all reports in the prescribed agency format.

Provides quarterly statistical and narrative reports on required activities to the Lead Case Worker (ICW) for reporting to Tribal, State and/or Federal grant agencies.

## **QUALIFICATIONS REQUIREMENTS:**

### **EDUCATION and/or EXPERIENCE:**

**3-SS T3** - High school diploma or general education degree (GED) required and two years social work experience or college preferred.

**3-SS T4** - Bachelor's degree in Social Work, Psychology, Sociology, or related field, is required. Must have two years of experience in Makah Tribal and/or State Court.

**3-SS T5** - Master's degree in Social Work, Psychology, Sociology, or related field, is required. Must have two years of experience in Makah Tribal and/or State Court.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information effectively and respond to questions from groups of managers, parents, and outside agencies.

### **MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as proportions, percentages, and volume.

### **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 valid Washington State Driver's 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.

### **OTHER SKILLS AND ABILITIES:**

Must have experience working with common Microsoft programs and computer equipment.

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Must have knowledge of family dynamics, child development, and child abuse and neglect issues.

Must have knowledge of the Indian Child Welfare Act.

Must have excellent oral and written skills. Ability to related and communicate to clients who are at times hostile.

Must have experience in grant writing and submission process.

Must have knowledge of Makah Culture, sensitivity towards needs of clients, community, and Indian children.

Ability to establish and maintain effective working relationships with staff, clients, private and governmental agencies.

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** 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.

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 20 pounds.

**SPECIAL REQUIREMENTS:**

The employee must have a telephone and be on call after normal working hours to respond to emergency situations (days to be determined by the Lead Case Worker II (ICW)).

**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.

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: [katherine.thompson@makah.com](mailto:katherine.thompson@makah.com)

**OPEN: August 30, 2019**

**CLOSE: September 13, 2019**

## **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.