

**MAKAH TRIBE
POSITION DESCRIPTION**

Job Title: Caseworker I - II or III (ICW)

EXEMPT: No	JOB CODE: 3-SS T-3, T-4 or T5
TARGET SALARY: \$16.15 to \$19.00/DOQ	
BA - 3-SS T4 \$17.77 to \$20.91/DOQ	
MA -3-SS T5 \$19.52 to \$22.97/DOQ	
LOCATION: Building 5	
PROGRAM: Family Services	HOURS: 8:00 – 5:00/Flex
REPORTS TO: Lead Caseworker (ICW)	

SUMMARY: This position will provide various social work duties including case management, counseling, and assisting families in crisis.

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.

Serves as the Caseworker (ICW) for the Makah Family Services staff by providing case management for all ICW Cases. Conducts Home Studies, personal interviews, reference checks, etc. on issues related to Foster Care and Indian Child Welfare, as requested by Makah Tribal Court, Juvenile Case Worker, Washington State Courts, and State social Workers. Monitors children and placement for compliance of ICW court ordered service plans on and off the reservation, arranges for visitation and supervision of visitation between parents and children.

Coordinates and facilitates family group conferences as necessary. Assesses need for continued out-of-home placement; prepares and counsels adults and children regarding the need for placement and separation of family members. Monitors ICW cases, group placement and maintains contact with the State and other Tribes.

Develops and implements appropriate Individual Service and Safety Plans including service agreements with clients, which are goal directed and have specific behavioral objective, are measurable and have time limits.

Must have a working knowledge of the Indian Child Welfare Act and enforce the Act. Advocate for Makah children in out-of-home placement off the reservation, on behalf of the Makah Tribe and the Child's best interest.

Provides permanency planning case management for ICW children in out-of-home placement, which may include long-term guardianship, foster care,

adoption, or other arrangements indicated, acting in the best interest of the child. Devises and monitors cultural contracts for off reservation cases.

Participates in case multi-agency and LICWAC staffings. Maintains case record files in accordance to state code on all ICW cases. Prepares and submits regular statistical and narrative reports to the Social Services Manager. Occasionally required to provide oral or written reports in Tribal Court regarding clients. Maintains case records, required forms and reports in prescribed agency format.

Must attend out of town ICW trainings and conferences as assigned by supervisor.

QUALIFICATION 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. OR

3-SS T5 - Masters in Social Worker or related field is required. Must have two years of experience in Makah Tribal and/or State Court.

LANGUAGE SKILLS:

Ability to read and interpret documents such as operating and maintenance instructions and procedures manuals. Ability to write routing reports and correspondence. Ability to speak effectively before groups of employees, community members, and clients.

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 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 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 and Blood Borne Pathogens or the ability to obtain within 90-days from date of hire. .

OTHER SKILLS AND ABILITIES:

Ability to meet with the public, co-workers in a courteous, professional manner using tact, diplomacy and mature judgment in alignment with program standards.

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

Knowledge of family dynamics, child development, child abuse, and neglect issues.

Knowledge of Indian Child Welfare Act and issues is preferred.

Must have excellent oral and written communication skills. Ability to relate and communicate to clients who are at times hostile. Ability to draft court documents, pleadings, and recommendations.

Ability to operate a PC and related software (word processing and spreadsheet), and record keeping.

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.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be fully immunized against COVID-19 and provide official documented proof of vaccination prior to employment.

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 50 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: katherine.thompson@makah.com

OPEN: May 6, 2022

CLOSE: May 19, 2022

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.