

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Juvenile Officer I -II or III

EXEMPT: No **JOB CODE:** 3-SS T3 - T-4 - T5
TARGET SALARY: HSD - 3-SS T3 \$18.81 to \$20.90/DOQ
 BA - 3-SS T4 \$20.70 to \$23.00/DOQ
 MA - 3-SS T5 \$22.74 to \$25.27/DOQ
LOCATION: Building 5
PROGRAM: Family Services **HOURS:** 8:00 – 5:00/Flex
REPORTS TO: Lead Caseworker II (ICW)

SUMMARY: Serves as the Tribe's legal representation for the Makah Family Services program in all Minor-In-Need-Of-Care, Juvenile Offender and Elder's Abuse matters. Prepares appropriate all legal documents in prescribed format which include complaints, custody and release from custody, petitions, adjudication, dispositional and review hearing orders.

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:

Place Children when needed with extended family or in foster care, pursuant to the provisions of the Makah Law & Order Code and the Indian Child Welfare Act.

Provide case management and monitoring services of juvenile offender clients and their families that have been referred by Public Safety program, prosecutor or the Tribal Court.

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

Compile and provide case histories and in affidavit or other prescribed form for submission to the appropriate agency or department when required.

Compile the proper legal forms and present them to the Court Administrator as well as present the case in Tribal Court. All Court cases are handled in a time line fashion that must be followed.

Provide training and consultation to community agency personnel and community groups.

Serve as program liaison between the agency and community, state, social service, education, law enforcement, medical, and judicial agencies.

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 juvenile offenders and their families.

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

Maintain case management files on all clients served.

Provides case management services in Juvenile Offenders proceedings and juvenile probation service.

Prepare and submit regular statistical and narrative reports on activities as requested.

Performs legal research for an issues(s) of concern and provides legal recommendations during Makah Family Services case, or multidisciplinary or multiagency staffing.

Familiar with proper legal elements of law and rights of the parties involved and approves or declines legal processes such as, Minor-In-Need-Of-Care, Juvenile Offender and Elder's Abuse cases. If declined, provide a written legal basis for declining the case from going forward and if applicable, make appropriate recommendations on how the matter can go forward in the legal process.

Verbally and in writing communicate with the Lead Caseworker, Case Workers and regarding Makah Family Services matters, the Parents, the Monitors, the Juvenile Offenders, and any eye witnesses to incidents of Minor-In-Need-Of-Care, Juvenile Offender and Elder's Abuse cases.

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.

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.

Experience with Makah Tribal Court proceedings.

Must be a member of the Makah Tribal Court Bar.

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 effectively speak to groups of employees, community members, and clients.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATE, LICENSES, REGISTRATIONS:

Must have a 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.

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 and staff in a courteous, professional manner using tact diplomacy and mature judgment in alignment with departmental standards.

Must have a working knowledge of criminal, civil court processes which includes anti-harassment, DV, protection orders and criminal no contact orders, transfer of jurisdiction from state court to tribal court and appellate court proceedings.

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

Must have working knowledge of Makah Law & order code.

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 operate a PC and related software (word processing and spreadsheet), and recordkeeping.

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

This position also serves as an after-hours on-call support staff, schedule to be determined by the Lead Caseworker II (ICW).

PHYSICAL DEMANDS: 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.

Approved 8/18/00
Revised 12/12/02
Revised 04/13/11
Reclassified 10/04/18
Reclassified 07/09/19
Revised 10/08/21
Revised 09/26/23

APPLICATION PROCESS:

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

**Makah Tribal Council
Human Resources
P.O. Box 115, Bldg 7
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: hr@makah.com**

**OPEN: August 21, 2023
CLOSE: OPEN UNTIL FILLED**

ADDRESS)

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, gender identity, 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.