JOB DESCRIPTION

## JOB TITLE: ICW Case Manager Supervisor

**ORGANIZATIONAL UNIT: Children** & **Family Services**

**SUPERVISOR: Director of Children** & **Family Services**

## FLSA: EXEMPT

**SALARY RANGE: $31,200** - **$52,000**

## JOB SUMMARY:

**Purpose:** This position is established to Supervise ICW Case Managers and enable them to learn the skills of assisting families to alleviate crises that might lead to out of home placement of children; maintain the safety of children in their own homes; support families preparing to reunify or adopt; and assist families in obtaining services and other supports necessary to address their multiple needs in a culturally sensitive manner.

## REPONSIBILITIES/TASKS:

* Collects and compiles factual data on individuals, families, and groups to determine problems and needs;
* Maintain a caseload of child welfare cases as needed;
* Determine client's needs and develop service plans for or reunification.
* Assesses and reports case plan outcomes through follow-up contacts with individuals and families;
* Prepares and maintains all requisite reports, case files and program records to facilitate court testimony;
* Encourages growth and development in individuals and families by assistance in accessing community resources that contribute to social well-being;
* Maintains and reports data as required by State and/or Federal Agencies;
* Serves as an advocate for Indian Children and Indian families unit in representing, articulating, and disseminating information on Indian Culture and History. Provides liaison between Native American clientele, the State Department of Human Services, and Court Systems nationwide;
* Perform various other duties when the need arises;
* Ability to interact with ICW staff and provide guidance;
* Ability to remain calm in stressful situations;
* Knowledge and understanding of the case work principals, including confidentiality, assessment and intervention techniques.

# SKILLS AND EDUCATIONAL REQUIREMENTS:

* **Education:** Minimum of a Bachelor's Degree in Human Services or Social Work or comparable work and training equivalent.
* **Specialized Experience:** The position requires experience that demonstrates the knowledge and understanding of child welfare casework principals, including assessment and intervention techniques. Must have demonstrated capabilities of working under minimal supervision. Knowledge of the Native American Community and sensitivity to total health and social service needs and problems of Native American clientele is requisite.
* **Background:** The position requires work with children and families, therefore applicant must be able to pass a criminal background check, have a valid driver's license and a clean driving record.

# ADDITIONAL RESPONSIBILITIES:

* Report to Director any problems or disciplinary issues that may arise.
* Perform other duties and projects as required by management
* Is on-call 24 / 7 for emergency reports of child abuse, domestic violence, foster care services.

**PHYSICAL REQUIREMENTS:** Ability to remain sitting for prolonged periods of time doing repetitive work at the computer. Some bending, stretching and lifting.

# WORKING CONDITIONS:

Normal office environment

**Note:** The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.

Employee Signature Date