

Tribe

JOB CLASSIFICATION **ICW Caseworker**

GENERAL FUNCTION

Aids parents with child rearing problems and children and youth with difficulties in social adjustments: Investigates home conditions to protect children from harmful environment. Evaluates children's physical and psychological makeup to determine needs. Refers child and parent or guardian to community resources according to needs of child. Evaluates foster home environmental factors and personal characteristics of adoption applicants to determine suitability of foster home and adoption applicants. Places and is responsible for children and their well-being in foster or adoptive homes, institutions, and medical treatment centers. Counsels children and parents, guardians, foster parents, or institution staff, concerning adjustment to foster home situation, plans for child's care, interactional behavior modifications needed, or rehabilitation. Places children in adoptive homes and counsels adoptive parents pending legal adoption. Provides service to unmarried parents, including care during pregnancy and planning for child. Arranges for day care or homemaker service. Employed in establishments such as child placement (foster care or adoption), protective service, or institution. Maintains case history records and reports. Usually required to have knowledge and skill in casework methods acquired through degree program at school of social work. May specialize in specific area of child-directed casework and be designated according to work performed as Caseworker, Child Placement (social ser.); Caseworker, Protective Services (social ser.)

TASKS:

1. Counsels individuals or family members regarding behavior modifications, rehabilitation, social adjustments, financial assistance, vocational training, child care, or medical care.
2. Counsels parents with child rearing problems and children and youth with difficulties in social adjustments.
3. Interviews individuals to assess social and emotional capabilities, physical and mental impairments, and financial needs.
4. Refers the Tribe community to community resources for needed assistance.

5. Arranges for day care, homemaker service, prenatal care, and child planning programs for clients in need of such services.
6. Leads group counseling sessions to provide support in such areas as grief, stress, or chemical dependency.
7. Counsels students whose behavior, school progress, or mental or physical impairment indicates need for assistance.
8. Arranges for medical, psychiatric, and other tests that may disclose cause of difficulties and indicate remedial measures.
9. Consults with parents, teachers, and other school personnel to determine causes of problems and effect solutions.
10. Serves as liaison between student, home, school, family service agencies, child guidance clinics, courts, and protective services, doctors, and tribal members.
11. Other duties as assigned.

KNOWLEDGE:

- Knowledge of information and techniques needed to rehabilitate physical and mental ailments and to provide career guidance including alternative treatments, rehabilitation equipment and its proper use, and methods to evaluate treatment effects.
- Knowledge of human behavior and performance, mental processes, psychological research methods, and the assessment and treatment of behavioral and affective disorders.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of group behavior and dynamics, societal trends and influences, cultures, their history, migrations, ethnicity, and origins.
- Knowledge of principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.

SKILLS:

- Being aware of others' reactions and understanding why they react the way they do.
- Actively looking for ways to help people.
- Talking to others to effectively convey information.
- Being able to listen to what other people are saying and asking questions as appropriate.
- Identifying the nature of problems. .
- Understanding written sentences and paragraphs in work related documents.
- Adjusting actions in relation to others' actions.
- Knowing how to find information and identifying essential information.

- Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Assessing how well one is doing when learning or doing something.
- Being able to generate a number of different approaches to problems.
- Communicating effectively with others in writing as indicated by the needs of the audience .
- Weighing the relative costs and benefits of a potential action.
- Evaluating the likely success of an idea in relation to the demands of the situation.
- Observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts.
- Using multiple approaches when learning or teaching new things.
- Working with new material or information to grasp its implications.
- Reorganizing information to get a better approach to problems or tasks.
- Developing approaches for implementing an idea.
- Identifying the things that must be changed to achieve a goal.
- Managing one's own time and the time of others.
- Developing an image of how a system should work under ideal conditions.

ABILITIES:

- Ability to listen to and understand information and ideas presented through spoken words and sentences
- Ability to communicate information and ideas in speaking so others will understand
- Ability to communicate information and ideas in writing so others will understand
- Ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Ability to read and understand information and ideas presented in writing
- Ability to speak clearly so that it is understandable to a listener
- Ability to come up with a number of ideas about a given topic. It concerns the number of ideas produced and not the quality, correctness, or creativity of the ideas.

QUALIFYING EDUCATION AND EXPERIENCE

Bachelor's degree in one of the human behavioral science fields. Two years of full-time professional social casework experience acquired after the degree, in a public or private Social Services Agency, in an assignment appropriate to the position. One year of the required experience must be full journey level work. Education may substitute for the required education and experience. Must be able to pass the background check. Tribal preference will be observed in hiring.

Tribe CASE WORKER / INVESTIGATOR POSITION

1. Would you be willing to work after regular work hours, (child visitations after 5 p.m. or anytime if on-call)?
2. Would you be willing to work during the weekends (Saturdays and Sundays) anytime if on-call?
3. Would you be willing to travel out of town (for monthly contacts in xxx and/or xxx, court hearings in xxx, trainings anywhere)?

TRADITIONAL COUNCIL

CHAIRMAN

SECRETARY

TREASURER

MEMBERS

Tribe

Administrative Office

Address

Phone

Fax

ICW ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

SUMMARY: Initiates, coordinates, and executes administrative support to Indian Child Welfare (ICW).

DUTIES AND RESPONSIBILITIES:

Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Answers and screens telephone calls in a professional and timely manner; takes accurate messages with a high degree of professionalism and courtesy; arranges conference calls.
- Exercises considerable judgment and discretion in handling requests for appointments and telephone calls.
- Distributes daily internal/external mail and overnight packages; sends and distributes faxes.
- Composes, types, and distributes professional correspondence and memoranda, E-mails and faxes, using individual initiative and as assigned.
- Proactively establishes, and maintains highly organized filing system; files correspondence and other records.
- Coordinates calendars and schedules appointments, ensuring all parties are informed of and kept abreast of schedule awareness.
- Meets and greets visitors.
- Coordinates travel arrangements; completes expense reports and processes invoices; ensures that correct account codes are used and required signatures obtained.
- Conducts research; compiles and types statistical reports.
- Coordinates meetings including but not limited to preparing and distributing agendas and other meeting materials, reserving and preparing facilities, and recording and transcribing meeting minutes.
- Orders and maintains supplies; coordinates equipment maintenance.
- Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailing.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.

- Assists with special projects as assigned.
- Performs other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- Supervises temporary clerical staff as needed.

QUALIFICATIONS:

- Associate's degree (A.A.) or equivalent, three to five years related experience, or equivalent combination of education and experience.
- Excellent verbal and written communication skills.
- Proficient on Microsoft Office.
- Keystrokes a minimum of 50 wpm.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgment with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.
- Demonstrated ability to plan and organize projects.
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.
- Must clear the required Background check.
- Native preference is observed.

ICWS Administrative Assistant's contact with Foster Children

1. The ICWS administrative assistant has contact with the foster children during parent(s)/child(ren) visitations at the foster group home. The administrative assistant's role is to supervise that these visitations are conducted appropriately.