

Tribe

Position Classification and Description

POSITION TITLE:	Protective Services Worker
CLASSIFICATION:	Non-Exempt
DEPARTMENT:	Social Services
SUPERVISOR:	Social Services Manager
GRADE:	NE9

Position Summary:

Under the direction of the Social Services Manager, accomplishes the Social Services Department's strategic objectives by investigating incoming referrals with continued ongoing services to families. This job is responsible for the general well-being and best interest of Native American children in state custody or that are placed out of the home in state or tribal foster homes, kinship placement or adoptive homes. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive. Ability to work extended hours and various work schedules and be able to work on a 24-hour on-call basis may be required.

Essential Duties & Responsibilities:

- Provides information and assistance to tribal members in matters of financial and economic need and refers to appropriate services.
- Provides protective services to children and elders including the investigation and recommendation of interventions or placements in cases of neglect and child abuse.
- Initiates emergency investigations, placements, and removals
- Counsels families and individuals; provides support and crisis interventions and referrals.
- Performs routine home visits, house assessments, court advocacy, establishment of foster or adoptive homes and a referral resource for children and families.
- Serves as an advocate for families to ensure the compliance of the Indian Child Welfare Act (ICWA)
- Manages cases to ensure appropriate services are being referred.
- Provides community education related to child abuse and neglect, domestic violence, substance abuse, and family health and wellness.
- Attends court hearings and makes recommendations to the courts as requested.
- Ensures compliance with tribal, local, state, and federal statutes, regulations, policies and procedures.
- Contacts Tribal Police department or other emergency service providers in the event of a crisis.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications;

establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.

- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Master's degree in Social Work, or related field, or a Bachelor's Degree in Social Work or related field plus two years of experience related to the position and/or training; or equivalent combination of education and experience. Must be a State LMSW, LBSW or LCMSW or ability to apply and pass the license requirements within 90 days. Must be able to successfully pass a background investigation and possess and maintain a valid driver's license.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of Tribal traditions, language, history and culture.
- Knowledge of the Tribe's judicial system.
- Knowledge of family dynamics, child development, assessment in the risks of abuse and neglect with families and children.
- Knowledge of the effects and consequences of abuse and neglect.
- Ability to prioritize workloads, maintain confidentiality, works independently and upon own initiative.
- Knowledge of case management and crisis intervention.
- Knowledge of Alcoholics Anonymous' 12-step program.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to integrate training, experience, and common sense sufficient to identify potentially dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with children and families involved in abuse and neglect situations.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to exercise independent judgment.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to become certified in First Aid and CPR.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Situations where extreme caution must be exercised sometimes occur when contacting individuals at home. Evening, weekend, and/or holiday work will be required.