



## **HOH INDIAN TRIBE**

P.O. Box 2196 • FORKS, WASHINGTON 98331  
TELEPHONE (360) 374-6582 • FAX (360) 374-5426

# Position Description

<b>Job Title</b>	Case Worker, Indian Child Welfare
<b>Department</b>	Youth Services
<b>Reports To</b>	Executive Director
<b>Status</b>	Permanent/Full Time
<b>Salary Range</b>	\$43,512 – 52,962
<b>Location</b>	Various

### **Summary**

Under the general direction of the Executive Director, the case worker will act as an advocate, case manager and coordinator of services in situations involving Indian Child Welfare matters with the immediate goal the reduction of the frequency of Indian Family disintegration. As a case manager the caseworker is responsible to act as coordinator of all child welfare cases. This requires the caseworker to keep accurate records and provide intervention services according to recognized standards of care. Must maintain all grant and programmatic responsibilities and requirements.

### **Duties and Responsibilities** The duties of this position include, but are not limited to:

- Provide or refer to the appropriate agency individual/family counseling services for youth and their families involved with the Indian Child Welfare Department. Pending a determination of the minor's status to prevent risk of immediate harm by or to the minor, take into emergency custody and provide emergency placement. Administer services to support parents, providing prevention services to Tribal families to prevent out of home placement and work toward family reunification for children placed out of the home. Makes plans for and Coordinates placement and stabilization for abused or neglected children.
- Provides child and family welfare services to the Hoh Tribe and community. Assist families to access resources and services to comply with court ordered plans to make reports to the Tribal Court and to provide information of progress and efforts of court orders.
- Accept referrals regarding minors alleged to be in need of care and develop case plans concerning any minor, if an investigation supports an administrative or judicial finding that the minor is in need of care.
- To maintain a confidential system of records, subject to disclosure to a non-party only upon order of the Children's Court.
- Assist with all reporting for funding sources as well as required internal reporting requirements relating to current grants and funding
- Conduct home visits on a regular basis
- Meet with Family Service Staff and other Tribal/County Programs to provide case management for clients.
- Attend and participate in staff meetings and other meetings, Child Protection Team, in-service, training and other events as directed by supervisor.

- Assist the prosecutor with filing petitions; conduct investigations and case studies as necessary.
- Assist in Child Protective Services investigations when required
- Prepare and submit monthly reports of all activities to supervisor
- Attend appropriate training sessions as allowed or instructed
- Perform other duties as assigned

## **Skills and Specifications**

- Knowledge of available Indian Child Welfare resources and services
- Knowledge of child welfare standards, codes and agency jurisdiction
- Knowledge of family and individual development
- Knowledge of Indian Child Welfare program development
- Knowledge of local and surrounding geography and culture
- The ability to establish close liaison with child welfare service and enforcement representation.
- Must adhere to the personnel policies and drug and alcohol policies.
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check

## **Education and Qualifications**

Requires at least a Bachelor's Degree in Social Work, or closely allied field with coursework in: social work, social services, human services, sociology, psychology, case management, and counseling.

A minimum of Eight (8) years successful experience working in a Tribal Family Services Program or related field may be substituted for the degree requirement.

Must have a willingness to work flexible hours.

Must have reliable transportation, a current driver's license, and liability insurance.

Must have an ability to maintain effective working relationships with the community members and staff.

*This position is covered by the provisions of the Crime Control Act of 1990, Subchapter V - Child Care Worker Employee Background Checks (42 U.S.C. 13041) and the Indian Child Protection and Family Violence Prevention Act of 1990 (25 U.S.C. 3201-3210). As such, each applicant will be required, as a pre-condition to employment, to submit to a criminal history background check.*

*Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons must submit complete applications to be considered for employment.*

**TO APPLY:** Download the Hoh Tribe Employment Application at [www.hohtribe-nsn.org](http://www.hohtribe-nsn.org) and submit the completed application along with a cover letter and resume containing three professional work references, preferably supervisors. Please include in your cover letter your registered tribal affiliation, if applicable. For more information contact the Human Resources (360) 374-6582. Completed material may be submitted electronically to [www.hr@hohtribe-nsn.org](mailto:www.hr@hohtribe-nsn.org) or via fax to 360-374-5426. Application materials may also be mailed to the following address to the attention of Human Resources: P.O. Box 2196, Forks, WA 98331. All applications materials must be complete and be received on or before 4:30 p.m. of the closing date noted on the posting to receive consideration.