



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Social Worker I – Family Advocate
Dept./Division: Social Services
Unit: Adult & General Services
Job Family/Class: Social Services
Supervised By: Social Services Manager
Employee Type: Hourly
Pay Grade: 18

NATURE OF WORK:

Under the general supervision of the Program Manager Adult Services, the incumbent performs a variety of social work duties providing casework management to Tribal members residing off the reservation.

ESSENTIAL FUNCTIONS:

- Identify and facilitate access to community resource for families in need (clothing, household donations).
- Refer applicants to other Social Services and PYT programs to promote self-sufficiency.
- Identify and assist families in the transition from shelter programs to permanent housing.
- Assist and authorize burial assistance to Pascua Yaqui Tribal members and non-members.
- Facilitate and authorize payment for services rendered to contracted mortuary.
- Maintain records on the population served for program planning.
- Assist and authorize food vouchers for tribal enrolled members on low or fixed income.
- Assist and authorize rental mortgage payments assistance to Tribal members.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Theories, principals and practice of social work with special emphasis on the social, economic and medical conditions of populations living in poverty;
- General knowledge of office practices and procedures;
- Basic electronic data management;
- Interviewing and collecting pertinent information for social, economic, environmental assessment;
- Preparing and maintaining reports and records;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Establish and maintain effective working relationships with employees, other agencies and the public;
- Advocate on behalf of the client;
- Organize and present information in a group and/or individual setting;

- Follow verbal and written instruction;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Associate's Degree in Social Work or related field plus two (2) years' experience in case management; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

And

- Experience in working with Native American population is preferred.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This position will require the incumbent to be on-call to facilitate emergency disaster assistance, this will entail working non-traditional hours, nights and weekends to assist with emergency situations.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date