



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Social Worker II ICWA/CPS
Dept./Division: Social Services Division
Unit: Children's Services **GUADALUPE**
Job Family/Class: Social Services Series
Supervised By: Program Manager
Employee Type: Hourly
Pay Grade: 21

NATURE OF WORK:

Under general supervision, the incumbent performs a variety of duties related to the monitoring of children placed in State and Tribal protective custody to ensure that the parent and child's needs are identified and met.

ESSENTIAL FUNCTIONS:

- Evaluate the psychosocial environment of child, his/her family, and submit recommendations to the supervisor and/or Attorney General.
- Staff on-going cases on a monthly basis, develop short-term plans for the supervision of the child or children in protective custody.
- Monitor all activities towards family preservation/reunification and make appropriate recommendations. Work with affected families to provide services and/or referrals for service to prevent the removal of children, from their parents, to facilitate reunification or other identified case plan goals.
- Coordinate with medical providers and request/recommend referral for specialized medical services and behavioral health needs of children, biological families, and foster families.
- Coordinate with educational providers and request/recommend referral for specialized educational services.
- Maintain case records on each client and service provided; per departmental procedures; maintain appropriate tracking of files for all ICWA and referrals.
- Provide case management services to children, families, and foster families; ensure the safety of children in protective custody including, but not limited to, minimal monthly contact with each child in protective custody.
- Work closely with Tribal Court, Attorney General, and Tribal Prosecutor staff in dependency actions-submit to the court required reports, testimony, and recommendations.
- Work closely with state court, state attorney general, and state CPS Agency Staff in ICWA dependency actions; submit to the court required reports, testimony, home studies, and recommendations.
- Participate as a member of multi-disciplinary team.
- Assist Tribal CPS to perform after hours On-call CPS child abuse investigations; if need arises.
- Develop and maintain effective working relationships.
- Perform other duties of a similar nature or level as requested by supervisor or director.

Revised: 08.31.2016

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Tribal and state community resources;
- Counseling methods;
- Children's developmental milestones;
- Interview and evaluation techniques;
- Professional social worker principles, practices, and theories with special emphasis on children and families;
- Indian Child Welfare Act;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Crisis intervention;
- Problem solving techniques;
- Interview and collect pertinent information for social, educational, and environmental assessment;
- Recognize the need for professional intervention;
- Use tact and courtesy; communicate well with others, orally and in writing;
- Collaborate, develop relationships and support an environment of change;
- Work flexible schedule when necessary;
- Make independent judgments;
- Make emergency decisions when necessary;
- Manage workload and responsibilities with minimal supervision;
- Handle multiple tasks and meet deadlines;
- Maintain confidentiality of information;
- Work with families in a culturally competent manner;
- 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:

Bachelor's Degree in Social Work or related field and two (2) years of professional experience as a Child Protective Services caseworker.

OR

Associate's Degree in Social Work or related field and four (4) years of professional experience as a Child Protective Services caseworker.

AND

- Experience working with Native American populations preferred, but not required;
- Bilingual in English/Spanish preferred.

LICENSING REQUIREMENTS:

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

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. 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, stooping, kneeling, reaching, standing, walking, stooping, kneeling, crouching, reaching, standing, walking, climbing, lifting up to 30 lbs. Incumbent may be subjected to odors, dusts, gases, poor ventilation, extreme temperatures and work space restrictions, and travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly 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 work non-traditional hours, nights and weekends.

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