

YUOK TRIBE-JOB DESCRIPTION
Court Investigative Social Worker

Job Title:	Court Investigative Social Worker	Job Code	9/10
Department	Yurok Tribal Court	Location	Klamath
Reports To:	Supervising Social Worker	FLSA Status	Non Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	\$27.23 – 28.89; \$29.75 – 31.56		

POSITION SUMMARY:

Under general supervision of the Staff Attorney, the incumbent will carry a complex case load involving individuals and families through the provision of prevention and intervention services; performance of assignments involving individualized treatment and specialized application of casework methods and skills; provision of comprehensive casework services; and perform related work as required. Individual must be energetic, forward thinking and practice from a trauma informed perspective with high ethical standards and an appropriate professional image.

DUTIES AND RESPONSIBILITIES:

1. Conduct case studies, risk and safety assessments; psychosocial assessments and strengths and needs assessments to determine social service needs of clients.
2. Develop case plans and provide cases management; develop professional working relationship with families; and advocate for Yurok children/elders and vulnerable adults in accordance with Yurok policies, programs, funding, and traditions under supervision.
3. Implement culturally relevant prevention and intervention services that reduce risk and increase protective factors for an identified program and target population.
4. Make verbal and written recommendations to the court on foster care placements, guardianships, termination of parental rights and various issues involving the Indian Child Welfare Act, tribal laws, and other related laws/programs based on assigned case load. May be required to testify in court to present recommendations of the Social Services Team.
5. Conduct investigations and assessments of allegations of abuse and/or neglect of children, elders, and vulnerable adults.
6. Facilitation of parent/child/relative visitation.
7. Transition and independent living planning with youth 14 years and older.
8. Educational advocacy for school aged children and youth.
9. Conduct concurrent planning for all children in foster care.
10. Provide Crisis intervention to families, youth, elders and vulnerable adults
11. Facilitate family team meetings.
12. Maintain ongoing staffing with the Social Service Director, MDT, and program team on case load data, court recommendations, placements and other issues regarding the case load and other related programs.
13. Assist in the facilitation of community engagement sessions, groups and team meetings, and workshops.

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14. Interpret the policies, rules, and regulations to applicants and target population.
15. Prepare and maintain case records and program reports.
16. Maintain confidential information in accordance with legal standards.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

MINIMUM QUALIFICATIONS:

Knowledge of:

1. Socio-economic conditions and trends.
2. The principles of individual and group behavior.
3. Current issues in the field of social welfare.
4. Principles of interviewing and problem-solving methodology.
5. The general principles of public assistance policies and programs.
6. Principles and techniques of interviewing and recording of social casework.
7. Proficient with computers and Micro-soft Office or similar programs.
8. Must possess the ability to establish and maintain effective working relationships with clients, staff, and community.
9. Knowledge and understanding of local Tribal communities including cultural values and beliefs, history, family systems and community.
10. Local, State, and Federal standards, legislation, and requirements associated with social work and Tribal communities especially ICWA.
11. Community resources providing social services and protection for Tribal families.
12. Socio-economic, cultural patterns, and associated backgrounds to Tribal customs.
13. Safety issues pertaining to home visits; potential for/and acknowledgement of dangerous situation.
14. Awareness of symptoms/problems related to alcoholism and drugs, and how to advise families on assistance/intervention.
15. Interpersonal skills, using discretion, patience, and courtesy.
16. Effective and appropriate Public Relation techniques.
17. Effective and appropriate oral and written communication skills.

Ability to:

1. Coordinate resources and communication to meet identified Tribal Social needs, assuring effective and sufficient services.
2. Conduct extensive genealogical research for the determination of Tribal community.
3. Understand, communicate with, and establish rapport with Tribal community.
4. Establish and maintain contact with community resources, which provide social services and assistance.
5. Prepare required reports and maintain records and files per the Departmental guidelines.
6. Assure proper and timely resolution of issues and problems.

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7. Interpret, apply, and explain related policies and procedures.
8. Maintain confidentiality.
9. Work independently with moderate direction.
10. Communicate effectively with coworkers and community partners
11. Communicate effectively, orally and within written work.
12. Organize and establish priorities.
13. Operate a computer and other assigned office equipment.
14. Be able to follow and sign professional code of ethics and conduct.
15. Must be able to sign and follow the Yurok Social Services Values/Ethics/Staff Expectations.
16. Advocate on behalf of the Tribe and its children, youth, elders and families.

EDUCATION/EXPERIENCE:

Grade 9: Requires a four-year degree in Social Work, Counseling or Psychology from an accredited university plus three years' work experience preferably in case management or a Master's Degree.

Grade 10: Requires a Master's Degree in Social Work, Counseling or Psychology from an accredited university plus two years' work experience.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol-Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Must have a valid California Driver's License and be insurable under the Tribe's policy.
4. Must pass a background investigation and fingerprint clearance in compliance with the Yurok Tribe Comprehensive Background Check Policy.
5. THIS POSITION REQUIRES COMPLIANCE WITH PUBLIC LAW 101-630.
6. Must pass a criminal background check and not have any criminal convictions against children, nor any convictions for Domestic Violence or crimes involving deception/theft/fraud.
7. If in recovery, must be able to document sobriety/recovery of at least five years.
8. Must not have misdemeanor/felony offenses related to controlled substance of alcohol or drugs within the past ten years, or any misdemeanor or felony offenses related to abuse, neglect, or endangerment of a child or elder.
9. Must be able to meet expectations and performance as listed in job duties and responsibilities.
10. Must not have been convicted of a felony involving dishonesty within the past five years.
11. Requires travel and occasional work outside of regular work schedule
12. Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

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- a. Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
 - b. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
 - c. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.
 - d. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
 - e. Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
 - f. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
 - g. Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
 - h. Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
 - i. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
 - j. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
 - k. Cost Consciousness - Works within approved budget; Develops and implements cost saving measures.
13. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
14. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
15. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 to 50 pounds.

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16. VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

17. Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment, school environment, court environment, community centers and client homes
- Driving a vehicle to conduct work

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date