

YUOK TRIBE-JOB DESCRIPTION
Placement/Licensing Worker

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| Job Title: | Placement/Licensing Worker | | | Pay Grade | 7/8 |
| Department | Tribal Child Welfare & Behavioral Health | Division | Health & Human Services | Location | Klamath/Weitchepec/Eureka |
| Reports To: | Child and Family Services Manager | | | FLSA Status | Non-Exempt |
| ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE | | | | | |
| Salary Range | \$22.0470-28.7629.62/\$24.1688-31.5232.47 | | | | |

POSITION SUMMARY:

This position will be under the general supervision of the Title IV E Manager and will identify and recruit, conduct assessments and provide training to potential foster parents and relative caregivers. Provide support to foster parents and relative caregivers as they pursue licensure. Maintain placement records and databases. Provide general outreach to the community about the Yurok Child Welfare Program.

DUTIES AND RESPONSIBILITIES:

1. Locate relative and non-related placements for children who come into foster care.
2. Recruit and license foster family homes including: reviewing applications, background checks and necessary exceptions if applicable, conducting homes studies and home inspections, and providing placement orientation to caregivers.
3. Provide/document training to foster family caregivers licensed by the Tribe.
4. Provide tribally approved home letters to County Child Welfare Programs for County based caregivers.
5. Conduct home studies for adoptive placements.
6. Evaluate homes and caregivers for emergency placements of children in care.
7. Conduct due diligent searches and provide notice to relatives of children in care.
8. Creation and maintenance of foster home licensing packets.
9. Assist foster parents in completion of initial training requirement for licensure.
10. Assist adoptive and foster parents, and legal guardians with ongoing education as required.
11. Issue licenses and notice of decisions in regards to licensing.
12. Draft written reports after assessment to recommend homes for licensure.
13. Maintain foster parent/placement database and all necessary files for tracking of placements and licensed homes.
14. Organize foster parent recruitment events and activities.
15. Provide outreach to the service population and promote program awareness utilizing community engagement strategies under supervision.
16. Professional interaction with tribal clients, personnel, partnering agencies and other departments.
17. Be service oriented and actively look for ways to assist co-workers and clients.
18. May be asked to attend some meetings, seminars, etc., possibly to take notes or furnish information.
19. Other duties as assigned to meet the needs of the department.

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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.
7. Interpret, apply, and explain related policies and procedures.
8. Maintain confidentiality.
9. Work independently with moderate direction.

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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.

EDUCATION/EXPERIENCE:

Grade 7: Bachelor's Degree with a preference in the Behavioral Sciences or related field from an accredited college or university OR one year of relevant criminal justice, social services specialized work experience.

Grade 8: A Bachelor's Degree with a preference in the Behavioral Sciences or related field from an accredited college or university and one year of work experience in case management OR specialized experience in criminal justice or social services.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. Must pass a comprehensive background check.
5. Valid California Driver's license and insurability under the Motor Vehicle Policy during term of employment.
6. Must possess ability to maintain strict confidentiality of records and information pertinent to the nature of the work. Violations of this major requirement may result in immediate termination of employment.
7. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act Public Law 101-630; 25 code of federal regulations part 63- Indian Child Protection and Family Violence Prevention; Crime Control Act of 1990, Employee Background Checks; and Executive Order 12968, Adjudicative Guidelines.
8. **LANGUAGE SKILLS:** Must have the ability to read and comprehend simple instructions, short correspondence, and memos, also to write simple correspondence. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
9. **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.

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10. **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 pounds.

11. 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).

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