

YUROK TRIBE-JOB DESCRIPTION

Social Worker

Job Title:	Social Worker				
Job Grade	9/10	FLSA Status:	Non-Exempt	Location:	All Areas
Department:	Tribal Child Welfare & Behavioral Health		Division:	NER-GERY 'Oohl', Helping Yurok People - Health & Human Services	
Reports To:	ICWA Manager				
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$27.23-35.53/\$29.75-38.81				

POSITION SUMMARY:

Under general supervision of the ICWA Manager, the incumbent will carry a case load involving individuals and families and will be required to find cultural and creative ways to ensure provision of prevention and intervention services; joint case management with IV-E Social Workers and County Child Welfare Social Workers to ensure that each tribal child and family receives 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, flexible and open, 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 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. Attend Tribal and State Court proceedings and make verbal and written recommendations to the court on foster care placements, guardianships, termination of parental rights and various issues involving the tribal family. May be required to testify in court to speak on the record to represent the position of the Tribe as an ICWA Advocate.
5. Conduct investigations and assessments of allegations of abuse and/or neglect of children.
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 child and family team meetings.
12. Maintain ongoing staffing with the Tribal Child Welfare Director and staffing caseload data, court recommendations, placements and other issues regarding the case load and other related programs.

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13. Assist in the facilitation of community engagement sessions, groups and team meetings, and workshops.
14. Prepare and maintain case records and program reports using tribal databases and follow all policies related to data maintenance.
15. Use and 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 Microsoft 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 client needs, assuring effective and sufficient services.
2. Conduct extensive genealogical research for the determination of Tribal extended family.
3. Understand, communicate with, and establish rapport with Tribal community.
4. Establish and maintain contact with community resources, which provide social services and assistance.

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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.
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 any field with the preference for Social Work, Psychology or related field or equivalent work experience.

Grade 10: Requires a Master's Degree in any field with the preference for Social Work, Psychology or related field or equivalent 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 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.**
6. If in recovery, must be able to document sobriety/recovery of at least five years.
7. Must be able to meet expectations and performance as listed in job duties and responsibilities.
8. Requires travel and occasional work outside of regular work schedule
9. **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.
- 10. 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.
- 11. 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.
- 12. 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,

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crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 to 50 pounds. Must be able to drive long distances and have reliable transportation.

13. **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).

14. **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 #
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Supervisor Signature	Date
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