



Yurok Tribe

Job Description

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| JOB TITLE: | TCWBH Case Aide | | |
| JOB GRADE: | 6/7 | REPORTS TO: | Tribal Child Welfare Manager |
| STATUS: | Non-Exempt | LOCATION: | All Areas |
| DEPARTMENT: | Tribal Child Welfare & Behavioral Health | DIVISION: | Health and Human Services |
| ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE | | | |
| SALARY RANGE: | \$20.67-\$26.97/\$22.70-\$29.62 | | |

POSITION SUMMARY:

The purpose of this position is to assist in the provision of social services to children and families including general intake; intake and screening of reports of child abuse and neglect; assessing eligibility for Yurok Social Services benefits; assisting youth and families in accessing outside benefits programs and providing general assistance to Social Services staff in the accomplishment of family case plans.

DUTIES AND RESPONSIBILITIES:

1. Supervise visitation between children and their parents when required.
2. Complete intake packets with individuals applying for Social Services benefits. This includes gathering all necessary forms and documents. Initial drug testing of applicants (as applicable), home visits, and ensuring that the application is complete for final approval.
3. Receive and screen all reports of abuse and neglect from community referrals for further investigation.
4. Cross report all reports of child physical and sexual abuse to the appropriate law enforcement agency.
5. Assist Family Advocates and Social Workers in identifying the strengths and needs of the family and capacity for improvement and review and revise progress of case plans based on personal observations and data collection.
6. Assist parents in family crisis with childcare resources and home management.
7. Transport families and children to cultural activities, training, or community events.
8. Visit individuals in homes or attend group meetings to provide information on agency services, requirements, and procedures.
9. Assist Social Workers and Family Advocates in interviewing individuals and families to compile information on social, educational, criminal, and institutional and drug history.
10. Assist in facilitation and coordination of family meetings.
11. Assist in gathering child development and family medical history for all children that come in to foster care.
12. Assess the tribal enrollment eligibility status of all children served by the Yurok Child Welfare Program and in the completion of necessary paperwork for tribal enrollment.
13. Gather birth certificates, social security cards, educational and medical records for all children who enter foster care.
14. Assist Social Workers in the completion of placement search referrals to the Placement/Licensing Worker.
15. Determine child IV-E eligibility for foster care, guardianship, and adoption assistance payments, including completion of applicable determination forms.
16. Review continuing IV-E eligibility for all children in foster care.
17. Maintain all eligibility records for children served by the Yurok Child Welfare Program.

18. Provide intake services to assist clients with preparation of forms, such as applications, support service forms, or other forms for outside agencies including gathering birth certificates, social security cards, educational and medical records as appropriate.
19. Facilitate scheduling of well child checks, dental exams, and mental health appointments as necessary for children in foster care.
20. Professional interaction with tribal clients, personnel, partnering agencies and other departments.
21. Be service oriented and actively look for ways to assist co-workers and clients.
22. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 6: 1 year above high school or six (6) months of specialized clerical experience that has equipped the applicant with the knowledge, skills, and abilities to perform the duties of the position.
2. Grade 7: 2 years above high school or one (1) year specialized experience equivalent to at least G6. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

This position has no direct supervisory responsibilities.

MINIMUM QUALIFICATIONS:

1. Prefer applicant to have excellent computer skills that include Competence in Microsoft programs such as publisher, movie maker, excel, word, etc.
2. Troubleshooting and solving hardware and software problems.
3. Ability to use initiative and independent judgment within established guidelines and procedures.
4. Ability to organize your own work, set priorities and meet critical time deadlines.
5. Ability to communicate effectively with co-workers, superiors, the general public, representative of public and private organizations and others sufficient to exchange or convey information including teaching and/or public presentations.
6. Knowledge of prevention and intervention programs.
7. Ability to work with all phases of community in confidential, non-judgmental manner.
8. Energetic, forward thinking and creative with high ethical standards and an appropriate professional image.
9. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.
4. 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.

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. Knowledge of Yurok language is preferred but not required.

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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This "at will" relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date