

**COQUILLE INDIAN TRIBE**  
3050 Tremont North Bend, OR 97459  
Telephone 541-756-0904 Fax 541-756-0847

April 27, 2012

The following position is open with the Tribe:

- Social Caseworker III – Position closes 05/16/12

This is a full-time, benefited position located within the Tribe's Community Health Center.

Attached you will find the job announcement outlining the job duties and minimum qualifications required for this position.

If interested in applying, please pick up an application from the Tribal Administration office or via [www.coquilletribe.org](http://www.coquilletribe.org). Resumes are encouraged to be submitted in addition to the job application.

Return completed Coquille Indian Tribe Application to:

Larry D. Scarborough  
Human Resources Director  
3050 Tremont Street  
North Bend, OR 97459

Telephone: 541-756-0904

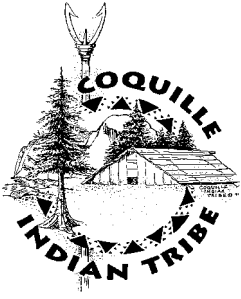
Fax: 541-751-2014

Email: [HRDirector@coquilletribe.org](mailto:HRDirector@coquilletribe.org)

If you need more information or have questions on the above job opening, please contact the Human Resources Director.

Sincerely,

Michelle Ramey  
Coquille Indian Tribe  
Human Resources/Executive Management Coordinator



## THE COQUILLE INDIAN TRIBE

### Job Announcement

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**OPEN:** 04/27/12  
**CLOSES:** 05/16/12  
**Job Title:** SOCIAL CASEWORKER III  
**Department:** Community Health Center (CHC)  
**Reports to:** Social Services Director  
**FLSA Status:** Non-Exempt  
**Salary Range:** \$17.89 - \$22.91 p/h DOE

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check

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#### JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Social Services Director, the Social Caseworker III, (SCW III), will be knowledgeable in the following areas: Indian Child Welfare Act (ICWA), Foster care, Parenting and Title IV-E Programs. This position is a paraprofessional position within the CHC Social Services Division. The SCW III will provide services to Native Americans and Non-Native family members of the Coquille Indian Tribe. Position may require some weekend and evening hours.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain and monitor Indian Child Welfare Act cases.
2. Develop, implement and monitor individualized case plans for Tribal families.
3. Provide Child Protective Services (CPS) assessments and follow-up using State Court, Tribal Court and out of home services.
4. Have a working knowledge of Tribal juvenile codes.
5. Provide client transportation as needed.
6. Assist with the recruitment and certification of foster care homes.
7. Provide services through the General Assistance Program to eligible Tribal members.
8. Participate in Health and Social Services education programs.
9. Assist Tribal Members in accessing state programs.
10. Participate in the ICWA Advisory Board and as a representative of that Board; facilitate information exchange between the Board and the Social Services unit.
11. Maintain and participate in the process of updating the ICWA Agreement and the Title IV-E Agreement with the Oregon Department of Human Services.
12. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the job. This position may involve transporting Native Americans and Non-Native patients and clients in the Community Health Center vehicles, employee owned vehicles and rental vehicles to and from a variety of Health Center functions and activities.

#### MINIMUM QUALIFICATIONS

- A. Bachelor Degree in Human Services or related field, plus four years related experience required
- B. Experience as an Indian Child Welfare caseworker required.
- C. Experience in case management required.
- D. Working knowledge of child protective assessment procedures and the State Child Welfare System preferred.
- E. Knowledge of Indian Health Services, Bureau of Indian Affairs, community, county and state social services agencies and private providers desired.
- F. Knowledge of social service casework methods required.
- G. Working knowledge of juvenile dependency codes preferred.
- H. Working knowledge of the Adoption and Safe Families Act required.
- I. Current and valid Oregon Driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier required.