

LOWER ELWHA KLALLAM TRIBE
JOB DESCRIPTION
Indian Child Welfare Caseworker

OVERVIEW: The Indian Child Welfare (ICW) Caseworker has the primary responsibility of assisting in the provision of Child Welfare services within the Lower Elwha Klallam community in accordance with the Indian Child Welfare Act, other federal laws, state laws, and tribal laws.

SUPERVISED BY: ICW Program Manager **EMPLOYEES SUPERVISED:** None
LOCATION: Human Services Building **SALARY LEVEL:** Level 10
A (\$13.60/hour)

POSITION STATUS: Regular full-time exempt. This position includes medical, dental, life insurance, retirement, annual, and sick leave benefits.

PERFORMANCE REQUIREMENTS:

- Assist in analyzing clients' needs to identify additional services within the program and community and assist in seeking strategies for meeting those needs.
- Ensure that client information is maintained in a confidential manner;
- Assist in implementation of case plans for children and families who have open cases within the program.
- Assist in joint case planning with Children Administration social workers for the local community and for Elwha children wherever they may reside.
- Assist in the compilation of monthly program statistics and complete monthly reports.
- Provide supervised visitations between children and their parents.
- Provide transportation and other services to needed services (i.e. medical, dental, school, public assistance, c.d., etc.)
- Participate in meetings at the discretion of the ICW Program Manager.
- Stay informed of all tribal and community programs available for clients that will enhance the quality of life.
- Establish and maintain client files on all cases, including detailed family trees; in accordance with federal law and tribal policies and procedures.
- Be willing to be supervised, accept constructive criticism when necessary and be willing to offer your ideas and suggestions to work as a team member.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Associates Degree in Human Services and 2 years experience in Child Protection, ICW, Social Services preferred
- Minimum of high school diploma or GED with 2 years experience in Child Protection, ICW, Social service may be substituted
- Willingness to engage in higher education.
- Basic understanding of the Federal Indian Child Welfare Act of 1978.
- 2 years experience in delivery of benefit service program or experience regarding child welfare service/ foster parent/relative care giver; a minimum of 1 year which should be in a tribal environment.
- Knowledge of the Lower Elwha Klallam Tribal Community.
- Knowledge and understanding of client confidentiality requirements.
- Computer skills including word processing, spreadsheets, internet, and data base.

- Knowledge of state child protection and welfare services and local assistance programs.
- Good organizational skills and the ability to express thoughts clearly in verbal and written communications.
- Ability to establish and maintain effective working relationships.
- Ability to work independently and maintain program wide goals and priorities.
- Valid Washington State driver's license and insurable driving record within 30 days of hire.
- Ability to successfully pass a criminal background check prior to employment.
- Able to establish and maintain good relationships with community members, children, parents, co-workers, and external agencies.
- Good personal hygiene and grooming.
- Excellent work habits as measured by attendance, co-worker and supervisor relationships.
- Must have UA testing prior to employment

OTHER REQUIREMENTS:

- Must be able to comply with the Lower Elwha Klallam Tribe Drug Free workplace.
- Must be able to travel as needed.
- Observe and apply strict confidentiality for children and family.

PHYSICAL REQUIREMENTS: Stamina to work 40 hours per week primarily in an office setting; ability to reach and squat for dealing with young children; able to read handwriting; able to deal with the emotional distress that is inevitable in this position; ability to submit to random urinalysis upon request; must be available for occasional evening work and travel.

As with all positions of the Lower Elwha Klallam Tribe this position is Indian preference in hiring, in accordance with P.L. 93-638.

**OPENING DATE: March 25, 2013 CLOSING
DATE: April 5, 2013**

Applications are available at:

<http://www.elwha.org/employmentopportunities.html>

Applications and resumes may be mailed to:

**Employment Services Department
2851 Lower Elwha Road
Port Angeles, WA. 98363**

or they can be faxed to:

[\(360\) 452-3428](tel:3604523428)