

**LOWER ELWHA KLALLAM TRIBE
JOB DESCRIPTION**

Indian Child Welfare Manager or Case Worker

(The Lower Elwha Klallam Tribe is potentially looking to hire a Case Worker in addition to a Case Manager. If you are interested in either position, please note that on your application. The Case Worker job description included below).

OVERVIEW: This position is responsible for the professional and efficient managing of the Indian Child Welfare (ICW) Program. The primary function of the ICW Manager is to implement the goals and objectives associated with the ICW Program, to give direction and leadership toward the achievement of the philosophy, mission, strategy, and its goals and objectives of the ICW Program and clients of the program. All actions will be in accordance with the Indian Child Welfare Act and, other federal laws, state laws, and tribal laws. Provide Indian Child Welfare Liaison Services within the Community as well as providing consultative services to Washington State and County agencies working with Lower Elwha Klallam Tribe Children and Families. Secondly, the ICW Manager provides case management services to children and families of the Lower Elwha Klallam Tribe, community and represents the Tribe at community gatherings, local, county, and state meetings where the Tribe has an interest. The ICW Manager will assist Tribal members with gaining access to all necessary services both internal and external to the Tribe. This position requires excellent attendance, good communication skills as well as un-compromised attention to Client Confidentiality and detail. They will support the delivery of services to Native youth and families; identify, develop, and utilize community resources; provide leadership and design, development, implementation and evaluation of integrated program policies, and social work practices. The ICW Manager is a recognized expert in the field of Indian Child Welfare (ICW). This position requires prior experience in advocacy, social services, management, program development and evaluation, and/or clinical program leadership. Extensive knowledge of American Indian, Alaska Native cultures, including social service issues related to both political and economic attributes of reservation, rural and urban life. Prior experience consulting on policy, working with judiciary and legislature, managing partnerships and community relations are highly desirable. Knowledge of public child welfare policy and state and local governments is essential. Ability to travel up to 40% of the time is required.

LOCATION: Human Services Building **SUPERVISED BY:** Human Services Director

SALARY LEVEL: Level 13-15 DOQ (\$37,398 to \$57,38) **POSITION**

STATUS: Regular full-time

SUPERVISORY STATUS: ICW Caseworker

ESSENTIAL FUNCTIONS OF JOB:

- Comply with program reporting requirements. Current programs are: BIA Child Welfare, DSHS Child Welfare, Independent Living, and foster home recruitment.
- Maintain current knowledge of child welfare laws and regulations
- Analyze clients' needs to identify additional services within the program and community and assist in seeking strategies for meeting those needs.
- Establish and monitor case plans for children and families who have open cases within the program.
- Provides ongoing case management services by conducting home visits, monitoring delivery of services and quality of care, and reassessing client needs including ongoing eligibility for services; tracks client progress and well being, evaluates case plan effectiveness, and effectively manages resources; prevents conflicting case plans and duplication of services.

- Perform joint case planning with Washington State DCFS Case Workers

Perform joint CPS investigations where Lower Elwha Klallam Tribe and families are involved

- Attend court hearings where Lower Elwha Klallam children are involved in dependency proceeding in other jurisdictions and locally.
- Provides basic intervention and client and family counseling as required; provides crisis intervention to include responding to emergency calls; reports instances of neglect or abuse to the appropriate authorities; utilizes appropriate controls for individuals who may be aggressive, combative or hostile by following established protocols and policies.

Conduct home visits and provide or arrange supervised visitations between children and their parents

- Provide or arrange for transportation and other services to needed services (i.e. medical, dental, school, public assistance, c.d., etc.).
- Participate in LICWAC, CPT, Regional Children's Services, and Human Services Management meetings.
- Stay informed of all tribal and community programs available for clients that will enhance the quality of life.
- Responsible for providing information, training and other services to community members and tribal staff around the issues of child welfare.
- Provide regular reports regarding identified targeted goals to Human Service Director and for public dissemination.
- Compile monthly program statistics and complete monthly reports.
- Provide one-on-one training with new case workers or trainees
- Perform other related duties as assigned.
- Ensure that client information is maintained in a CONFIDENTIAL manner.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree in a Human Service related field **OR** a minimum of an Associates Degree in Human Services and 2 years experience in Child Protection, ICW, Social Services.
- Three years experience in delivery of benefit service program, a minimum of one year which must be in a tribal environment.
- Possess a comprehensive understanding of the Federal, Indian Child Welfare Act of 1978 & Tribal/State Agreement
- Minimum of one year experience in a supervisory capacity.
 - Excellent organizational skills with paperwork, including strong documentation skills.
 - Excellent written, verbal and interpersonal communication skills, including the ability to explain complicated information in layperson terms and to demonstrate tact and diplomacy. The ability to give and receive feedback in a constructive manner
 - Requires reliability and a history of excellent work attendance.
 - Ability to work independently with little supervision or as part of a team, and personal initiative, makes decisions, and maintains program wide goals and priorities.
- A working knowledge of Client Programs in the area of Social and Health Service, i.e (Tribal/State/Federal) and the ability to work cooperatively with internal and external agencies and bureaucratic procedures.
- Proficient computer skills and have must have word and excel spread sheet knowledge and know how to access and retrieve information from the internet
- Must be able to pass a Tribal and/or Washington State Criminal background check and Driver's Record Check.
 - Must pass UA testing prior to employment. Submit to random urinalysis upon request
 - Ability to establish and keep a high level of confidence with co-workers, clients and the community.

- Knowledge of the Lower Elwha Klallam Tribe and surrounding Community
- .Valid Washington State Drivers License and the ability to travel out of town.

PHYSICAL REQUIREMENTS:

- Stamina to work 40 hours per week, primarily in an office setting
- Ability to reach and squat for dealing with young children
- Must be able to read handwriting
- Must be able to deal with the emotional distress
- Must be available for occasional evening work and travel up to 40% of the time

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 or they can be faxed to: [\(360\) 452-3428](tel:(360)452-3428)
2851 Lower Elwha Road
Port Angeles, WA. 98363