

POSITION DESCRIPTION: SOCIAL WORKER

GENERAL PURPOSE

The Social Worker is responsible for the delivery of a variety of social services to Tribal members and their families.

SUPERVISION RECEIVED

Will work under the direct supervision of the Social Services Director

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide social services to Tribal members and their families in accordance with the requirements set forth in BIA 25 CFR Part 20, and policy provided in 66 BIA Manual and with the policies of the Yavapai-Apache Nation.
- Administer and deliver services to include case plans, intake interviews and assessments, Foster Care, Residential Treatment, Child Protective Services (CPS) and General Assistance.
- Maintain all case files at a minimum according to Title 25 Part 20 Section 20.506.
- Prepare required documentation and reports.
- Attend Court hearings as required.
- Utilize and make referrals to community resource programs.
- Provide crisis intervention emergency foster care services after hours and weekends on a rotating basis.
- Maintain a positive working relationship with Tribal members and Tribal employees.
- Maintains professional education and interaction at conferences and meetings to keep abreast of social work practice and ethical standards
- Must maintain complete confidentiality of all information relating to the individual's social services issues, except as required by law.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelors Degree in Social Work from an accredited University required, MSW preferred.
- Minimum one (1) year professional social work experience, preferably experience with Native American clientele.
- Ability to interpret and implement Federal and Tribal Laws, Rules and Regulations.
- Must be able to read, write and speak the English language, bi-lingual preferred.
- Ability to communicate effectively, both orally and in writing.
- Evidence of continuing education to maintain any required Certification/License and update knowledge and skills.

- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

PHYSICAL REQUIREMENTS

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

The employee is frequently in the field performing assessment of protection needs and subject to various conditions of terrain, weather and animals.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Employee Acknowledgement

Date