

# **Human Resources Department Pueblo of Santo Domingo**



PO BOX 310  
SANTO DOMINGO PUEBLO, NEW MEXICO 87052

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## **JOB ANNOUNCEMENT**

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**POSITION TITLE: Case Worker**

**SALARY RANGE: \$13-\$15 Hourly, DOE**

**DEPARTMENT: Social Services**

**POSITION STATUS: Full Time**

**PERIOD TO APPLY: Until Filled**

**FLSA STATUS: Non-Exempt**

**SUPERVISOR: Doris Mina**

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### **GENERAL DESCRIPTION**

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#### **BASIC PURPOSE**

Incumbent provides assistance to children and families concerning child abuse and neglect by providing comprehensive case management services. Provide professional social services in the fields of child protection, family services, children's services, elderly services, and adult services. Coordinates, plans, and networks with agencies and resources.

#### **TYPICAL FUNCTIONS**

- Monitor cases as to the well-being of child and on the family's well-being as a whole.
- Assess and plan to the case plan requirements of individual, families, and children.
- Maintain timely case records, correspondence, and narratives.
- Coordinate services with various agencies, such as BIA Law Enforcement, I.H.S, State and Local Programs.
- Provides protective services to families and children.
- Gathers pertinent social, medical, and psychological information relevant to client cases.
- Prepares social and home studies for Santo Domingo Tribal Courts.
- Evaluates tribal homes/families for foster and/or adoptive placements.
- Coordinates with CPT members in handling cases.
- Work with various programs by referring those with identified needs to appropriate agencies.
- Deliver direct interventions to children and their families using appropriate evidenced based methods.
- Work with Tribal Courts regarding follow up on children and family cases.
- Interface with various agencies on behalf of children and families.
- Provide education and training to the community, administration, tribal programs, trainings, meetings, webinars, conferences, and workshops.
- Establish and maintain effective working relationships with staff, supervisor, administration, and general public.
- Other duties as assigned.

## **REQUIRED COMPETENCIES**

- **Integrity / Honesty**

All Pueblo of Santo Domingo employees must operate in an ethical manner by following all Pueblo of Santo Domingo policies and procedures relating to confidentiality, HIPAA guidelines and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Pueblo of Santo Domingo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

- **Oral Communication**

Incumbents in this position must have the ability to communicate ideas, thoughts and facts verbally. Must be able to speak using correct grammar, appropriate body language, proper tone, and inflection, recognizing non-verbal cues, and respecting the audience to effectively communicate ideas.

- **Interpersonal Skills (Working with Others)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Social Work and/or Associates Degree in Family Services/Child Welfare, and two (2) years' case management experience; OR any equivalent combination of education and experience.
- Knowledgeable of Federal regulations, policies and procedures found in 25 CFR and 66 BIAM and the Indian Child Welfare Act.
- Knowledgeable of Federal, State, and community-based programs.
- Previous experience with Native American clients preferred; must be sensitive to tribal customs and traditions.
- Extended working hours, 24/7 "on call, including weekends, evening or holidays.
- Fluent in Keres language preferred.
- Excellent oral and written communication skills to focus the efforts on client's well-being and to meet Santo Domingo Tribe goals and objectives.
- Must be able to satisfactorily pass a background check.
- Valid New Mexico driver's license with ability to meet Pueblo of Santo Domingo liability insurance requirements and maintain eligibility for insurance.

## **HOW TO APPLY**

**Please submit complete application packet.**

- By [email: SDTHumanResources@kewa-nsn.us](mailto:SDTHumanResources@kewa-nsn.us), subject line: **Case Worker Application – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

**Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:**

- Santo Domingo Tribe Employment Application (available at [santodomingotribe.org/careers](http://santodomingotribe.org/careers))
- Resume