



## QUECHAN INDIAN TRIBE

*Fort Yuma Indian Reservation*

HUMAN RESOURCE DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (760) 572-0213

FAX (760) 572-0515

### **POSITION DESCRIPTION**

**Position: Indian Child Welfare –Tribal Caseworker**

**SALARY: \$34,000-\$42,000 Annually (DOE)**

**OPENING: Wednesday, August 28, 2019 CLOSING: Wednesday, September 11, 2019**

#### **BASIC FUNCTION:**

The **Indian Child Welfare – Tribal Caseworker** is required to respond, report, investigate and follow through on allegations of child abuse/neglect as well as provide case management services to families in the tribal court system and county, state court systems and families in crisis. The incumbent makes home and school visits to interview children, parents, and other household members. You will be required to make court appearances and testify in court. When assigned by the ICWA – Indian Child Welfare Act Specialist must be available to be on call for emergencies and crisis intervention. Under the supervision of the Indian Child Welfare Act Specialist.

#### **DUTIES & RESPONSIBILITIES:**

1. Accept referrals assignments regarding minors alleged to be in need of care.
2. Assist in the preparation of investigations as ordered by the Juvenile court or authorized by the Quechan Tribal Court
3. Create case plans concerning any minor, if an investigation supports an administrative or judicial finding that the minor is in need of care.
4. Maintain a confidential system of records, subject to disclosure to a non-party only upon order of the Juvenile court.
5. Pending determination of the minors status to prevent risk of immediate harm by or to the minor, take into emergency custody and locate, provide emergency placement.
6. Comply with all reporting requirements for funding sources as well as required internal reporting requirements, specifically 25 CFR Part 20.
7. As assigned, conduct home visits on a regular basis.
8. As assigned, meet with Family Service Staff and other Tribal/County programs to provide case management for clients.
9. As assigned, attend and participate staff and other meetings, Child Protection Team meeting, inservice, training and other events as directed by supervisor.

10. Provide or refer to appropriate agency individual/family counseling services for youth and their families involved with the Indian Child Welfare department.
11. Files petitions, conducts investigations and case studies as necessary.
12. Assist families in whatever way possible to carry out their court ordered plans and work cooperatively with county and other social service agencies to ensure that services provided are appropriate and culturally relevant.
13. Present a professional, caring image to clients of the Indian Child Welfare department and Family Services Programs.
14. Promote a working environment noted for effective cooperation and collaboration between programs, services and co-workers.
15. Provide telephone or in-person court testimony to child protection cases in Tribal Court.
16. Transport and assist clients with special needs to visitations, medical appointments, court appearances, mental health appointments, therapy sessions, and school.
17. Maintain and update client records and files; document and monitor client activity and progress.
18. Coordinate with customers and community service providers to ensure delivery for applicable individuals; supervise court ordered visitations.
19. Assist clients in filling out appropriate forms and documents for programs; verify information and reviews for compliance with established regulations and guidelines; maintain and update client files.
20. Conduct home visits with clients to verify participation and monitor progress.
21. Attend meetings, staffing, and court hearings; give input for overall client service plan and reports on activities as needed.
22. Performs other duties of a similar nature or level as requested by supervisor or director.

**Required Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Issues related to child abuse and prevention
- Theories, principals and practice of Social Work with special emphasis on confidentiality and boundaries;
- Tribal, City, County community resources;
- Customer service principals;
- Clerical office support practices;
- Recordkeeping principles;
- English language, grammar, and punctuation;
- Applicable federal, state, and local laws, rules, and regulations
- Quechan culture, customs, resources and traditions and/or willingness to learn.

**Skills and Abilities:**

- Parenting skills, especially behavior modification techniques;

- Report writing;
- Record keeping;
- Communicate effectively, both verbally and in writing;
- Ability to work cooperatively with other community resources.
- Ability to identify, relate to and communicate with children and residents of the Quechan Indian Community, as well as persons from varied economic, educational and cultural backgrounds.
- Ability to work independently and to make difficult decisions based on observations and documentation related to cases.
- Ability to maintain accurate, up to date files, records and reports.
- Vehicle operation;
- Drive in safety-conscious manner;
- Travel great distances at a moments notice when necessary;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members, and the public. Have ability to sufficiently exchange or convey information and receive verbal and written instructions.

**Education, Certifications and Experience Required:**

Bachelor degree from an accredited college or university in Social Work, Human Services, Counseling or a closely related field and a minimum of one (1) year of experience working with children, youth and special needs clients; or, and equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**AND**

- Experience working with Native American population preferred, but not required;
- Bilingual English. Spanish preferred, but not required.
- Must possess and maintain a valid Arizona Driver's License; and be insurable by the Tribe.
- Obtain and maintain CPR/AED/First Aid certification

**Special Requirements:**

- This position may require the incumbent to work non-traditional hours, nights, and weekends.
- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in termination.
- Must be able to pass background investigation with a "favorable" adjudication under the Indian Child Protection and Family Violence Prevention Act (25 USC 3201-3202) § 405.
- Must not have any pending investigations, active investigations and/or "substantiated" claims from any Child Welfare agencies during employment period.

**Physical and Environmental Conditions:**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions. Incumbent may be subjected to stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, and balancing.

**Light Work:** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.

**Tribal Vehicle Use Policy Notice:**

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

**This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's rights to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.**

**FOR MORE INFORMATION AND TO APPLY:**

Quechan Indian Tribe  
Human Resource Department  
350 Picacho Road  
Winterhaven, CA 92283  
Telephone: (760) 572-0213

**Mailing Address:**  
P. O. Box 1899  
Yuma, AZ 85366  
Fax: (760) 572-0515

All offers of employment are conditional on the successful completion of a drug test and background investigation. Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988.

Revised 01/07/2019