



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING *In-House Only*

Opening Date: 7/18/2014

Closing Date: 7/25/2014

If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's Degree in Social Work or related field *OR*
 - Master's Degree (*if applicable*)
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Social Worker

Department: Family & Social Services

Work Schedule: Monday- Friday 8:00AM-5:00PM (Hours May Vary)

Wage Rate: Pay Range 23: \$23.40/Hr./Non-Overtime Eligible

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.

Approved by TRTC: 3/25/14



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

TITLE: Social Worker

WORKSITE: Tule River Indian Reservation
340 North Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Family & Social Services Social Worker will be responsible for assisting the Family & Social Services Director in providing supportive services to participants and other social services to Tribal Members. The Family & Social Service Social Worker will be responsible for attending court hearings, providing support, referrals, counseling, and assisting clients to comply with Court and /or Child Welfare Services (CWS) requirements. This position will also assist in the development of Foster Care Standards for licensing of foster homes for the Tribe, research and development of policy and programming for the department.

QUALIFICATIONS:

1. Must have a Bachelor's Degree in Social Work or related field and 3 years of experience in the delivery of human services with direct client services. (A Master's degree in Social Work or related field is preferred and will substitute for the three years of experience).
2. Must have valid California drivers license and be insurable through the Tribe.
3. Must successfully complete to a pre-employment drug and alcohol screen.
4. Must successfully complete an extensive background check in accordance with Pl 101630, section 408 (a), prior to employment.
5. Excellent writing skills are required.
6. Ability to relate well with people and to use good judgment.
7. Experience working with diverse Native American Cultures.
8. Thorough understanding of the application of the Indian Child Welfare Act (ICWA), and other federal laws governing child welfare.
9. Ability to maintain confidentiality.

DUTIES AND RESPONSIBILITIES:

1. Responsible for working with Native American families, children and the legal system, county social workers and service providers to ensure compliance with the Indian Child Welfare Act.
2. Work with families in-crisis and provide appropriate referrals.
3. Develop case plans and provide referrals for culturally appropriate services to prevent the break-up of Native American families.
4. Maintain client records in an accurate format and time period as prescribed by the Tribal Social Services Department.
5. Prepare professional written case plans, summaries, updates and correspondence.

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6. Coordinate with Tribal and/or law enforcement for the safe placement of children when maltreatment is reported and removal of child/children is required for safety.
7. Coordinate with the Emergency Response Unit (Child Protective Services) and the County Child Welfare system for the protection of children.
8. Coordinate with other departments, providers, and monitor case progress toward reunification if deemed appropriate in accordance with federal timelines.
9. Establish a foster care program i.e., foster care licensing, foster parent recruitment, foster parent training. (Maintain an eligible list of foster homes within the community).
10. Establish and maintain appropriate relative placements in accordance with Tribal Policies and Procedures.
11. Coordinate the background checks for potential placements with the Police Department.
12. Represent the Tribe in court regarding the best interest of the Indian Child.
13. Research and writing grant proposals for domestic violence, and other opportunities as requested.
14. Shall provide after hour and weekend coverage for intake and coordination of services. In addition the on-call worker may provide after hours checks on families with whom the department is already providing services.
15. Responsible for other duties as required, assigned, or requested.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions, but will have to travel in case management and court proceedings. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to:	Family & Social Services Director
Salary:	Pay Range 23: \$23.40/HR Paid Bi-Weekly/ Non-Overtime Eligible
Hours:	Monday-Friday 8:00AM – 5:00PM Hours May Vary/Rotational On-Call
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT