



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: INDIAN CHILD WELFARE (ICW) CASEWORKER

SUPERVISOR: CLINIC DIRECTOR

SALARY RANGE: \$46,883.20 - \$53,040.00 ANNUALLY

NATURE OF WORK: Strives to maintain the safety of children and the preservation of families in the Skokomish tribal community. This position is administered through the Indian Child Welfare (ICW) program in accordance with the ICW Act, Skokomish Youth Code, the policies and procedures of Health Department and the Skokomish Tribe. Provides community education and information through direct service, community training activities and media. Networks with other tribal departments and external entities to ensure client and community needs are met. Responsible for ensuring grant and programmatic compliance including reporting.

Generous benefit package including: 40 or more days of paid leave/holidays; employer paid medical, dental, vision, life, long-term disability and ADD insurance; employer matched pension plan; and employer paid Employee Assistance Program. Departmental perks include a wellness program, paid training, coffee and free parking. Potential student loan payoff assistance for qualified employee.

\$3,000 Sign-on bonus to be paid out after 90-day probationary employment period ends!

REPRESENTATIVE ACTIVITIES:

1. Provides or refers clients to appropriate agency individual/family services for youth and their families involved with the ICW Department.
2. Takes emergency custody and provides emergency placements pending a determination of the minor's status to prevent risk of immediate harm by or to the minor.
3. Administers services to support parents, providing prevention services for tribal families to prevent out- of-home placement and works toward family reunification for children placed out of the home.
4. Coordinates placement and stabilization for abused or neglected children.
5. Assists families to access resources and services to comply with court ordered plans to make reports to the Tribal Court and to provide information of progress and efforts of court orders.
6. Accepts referrals for minors alleged to be in need of care and develops case plans for minors when an investigation supports an administrative or judicial finding that the minor is in need of care.
7. Maintains strict confidence including verbal and written as well as a confidential system of records, subject to disclosure to a non-party only upon order of the Tribal Court.

8. Assists with all reporting for funding sources as well as required internal reporting requirements relating to current grants and funding.
9. Conducts home visits on a regular basis.
10. Meets with Family Services Staff and other tribal/county programs as need to provide effective case management for clients.
11. Attends and participates in staff meetings and other meeting, in-service, training and other as directed by supervisor.
12. Assists the Prosecutor with filing petitions; conducts investigation and case studies as necessary.
13. Promotes a working environment noted for effective cooperation and collaboration between programs, services and co-workers.
14. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor Degree in Social Work/Social Services or related field and three consecutive years in child welfare casework experience; or a
2. AA Degree in Human Services and two (2) years' experiences in ICW or five (5) years direct ICW caseworker experience.
3. Must have or ability to obtain ICW Caseworker certification through National Indian Child Welfare Association (NICWA) within 60 days of hire.
4. Must be available after hours/weekends/holidays for emergencies. Will share 24 hours on call.
5. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
6. Candidate must have an understanding of and sensitivity to the particular the Native American community.
7. Must be able to work in a team environment.
8. Must not have a history of domestic or family violence.
9. Must be able to work in a team environment.
10. Strong organizational, communication and interpersonal skills preferred.
11. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
12. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccination is required

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or

who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____