

FORT BELKNAP INDIAN COMMUNITY
FORT BELKNAP SOCIAL SERVICES
656 AGENCY MAIN STREET
HARLEM, MT 59526
(406) 353-8370

TITLE: 638 Case Worker/Social Worker

STATUS: Full Time

DEPARTMENT: Social Services

SALARY: \$18.00/hr

PROGRAM: 638 BIA Child Welfare

LOCATION: Fort Belknap Agency

SUPERVISION EXERCISED: Works under the supervision of the Social Services Director.

GENERAL DESCRIPTION OF DUTIES:

638 Case Manager will assist with case management oversight, the training observations of staff as needed; they will ensure that the facility and environment are safe and nurturing and conductive to supporting the development of each child as mandated by Federal State and Tribal standards. They will act as a liaison between Social Services and Administration and will follow directions of parents and supervisor to ensure each child's needs are met. They will complete all required trainings in accordance to their Individual Plan (IDP) as a condition of employment and will demonstrate competency in their job. The social worker will mentor new staff and model appropriate behavior and guidance techniques. The social worker will adhere to all Standard Operating Procedures, program, and Fort Belknap Personnel Policies.

JOB RESPONSIBILITIES:

1. Applies professional knowledge to plan, implement, and supervise a comprehensive case management program that promotes positive growth and development of children and youth.
2. Provides case management oversight and accountability for the safety and well being of children and youth.
3. Ensures new entry level staff follow risk management procedures (i.e. abuse prevention, identification, and reporting procedures; accident prevention, etc.)
4. Responds promptly to referrals from a variety of sources to assist office in providing comprehensive social work services to clients and families.
5. Meet with families in a fast paced clinical setting to describe/discuss community resources and programs.
6. Assists with the coordination and development of special projects as requested.
7. Provide assistance to social workers in making necessary referrals for additional services.
8. Assists therapists and other treatment providers in case management needs of the client and their family.
9. Work collaboratively with internal staff and external resources to ensure services are satisfactory.
10. Participates in multidisciplinary teams and medical center committees as appropriate. Work closely with community professionals to coordinate services for young survivors of child abuse.
11. Plans for children, focusing on the goal of preserving their family, reunifying their family or achieving permanent placement in another family.
12. Maintains accurate case records of assessment, activities, and plans; writes summaries, reports, letters, and memos.

13. Works diligently to meet federal and state mandates and timeframes.
14. Provides written and oral information to Law Enforcement, Tribal Courts, and County personnel.
15. Meet with the Social Services staff to plan and organize the monthly daily schedules working out issues that need guidance.
16. Works with at-risk-families, community members, Social Services staff, school, elders and collaborates with other State, County, and Tribal Agencies.
17. Maintain confidentiality. Breach of Confidentiality will be cause for immediate release of employment.
18. Adheres to the Fort Belknap Tribal Policies and Procedures Manual.
19. Must be available to be on-call on a rotating schedule or as needed.
20. Other duties as assigned.

EDUCATION AND EXPERIENCE:

- An Masters or Bachelor's degree (preferred) and in Social Work, Sociology, Counseling, Psychology, or closely related field from an accredited college AND experience equivalent to two years full-time social work and/or two years working with children and families.
- At least one year experience working with children or an education in investigations.
- Must possess and maintain a valid MT driver's license and meet insurance standards.
- Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Administers work to the Fort Belknap Indian Community. Frequently contacts with clients and coordination with other public and private agencies (i.e. school, courts, clinics, Law Enforcement etc.) are required. Involves frequent driving, walking, and standing. Must be able to assist physically dependent individuals. May require modifying existing work schedules or flexing hours to meet client and community needs.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to understand and interpret laws, regulations, and policies. Knowledge of child and adolescent growth and development, family structure, and dynamics, the impact of handicapped physical and mental condition on families, and crisis intervention. Ability to develop rapport with clients from diverse backgrounds and ages through complex interviewing techniques, using a variety of skills. Ability to handle a high level of responsibility in making decisions about children and their families' lives. Thorough knowledge of goals, pertinent terminology and issues of other professions, including medical, mental health, legal, educational, and law enforcement. Knowledge of social, economic, and health problems and needs. Knowledge of individual group behavior. Ability to assess the individual's and families' capability to utilize services. Accepts the rights, responsibilities, and differences of others. Ability to work effectively using a variety of theories, tools, and modalities in helping families solve their problems. Ability to help clients, co-workers, other professional and technical staff, social agencies, and the general public; ability to prepare reports and maintain records. Must adhere to the NASW code of ethics.

SPECIAL REQUIREMENTS:

1. May be required to travel and work evenings and weekends on an as needed basis.
2. Due to the confidential and sensitive nature of this position, successful completion of an extensive background investigation is required.
3. Must possess and maintain a valid driver's license and be insurable by the FBIC Insurance Master Plan.

4. Must comply with the Fort Belknap Community Council Substance Abuse prevention, Drug and Alcohol testing policy, and will include a background investigation and work and criminal history prior to and during employment.
5. Must never have been charged with a felony within his/her life; and a misdemeanor within five (5) years of applying position in any jurisdiction.
6. Must be physically able to lift 30 pounds.
7. Breach of confidentiality will be immediate release of employment.

EVALUATION

Job performance will be evaluated on the ability and effectiveness in carrying about the above responsibilities