

**FORT BELKNAP INDIAN COMMUNITY
FORT BELKNAP AGENCY
656 AGENCY MAIN STREET
HARLEM, MONTANA 59526**

TITLE: Lead Child Welfare Investigator
PROGRAM: 638 Child Welfare
DEPARTMENT: Social Services

STATUS: Permanent/Full Time
SALARY: DOE
LOCATION: Fort Belknap

SUPERVISION RECEIVED:

Position is under the direction of the Aaniiih Nakoda Family Healing Center Director.

DESCRIPTION OF WORK:

The primary purpose of the Lead Child Welfare Investigator position is to investigate referrals for substantiation or non-substantiation process. The Lead Child Welfare Investigator joins with families and the community to promote long-term safety, well-being, and permanent families for children. Work includes assessing child safety, abuse/neglect, and signs of danger; client strengths and capability; family functioning; case planning; petitioning for protective custody and placement; and enters data for the State of Montana and Bureau of Indian Affairs. The Lead Child Welfare Investigator will oversee the quarterly reporting to BIA and will ensure that all child abuse/neglect referrals are being investigated in a timely manner.

GENERAL DESCRIPTION OF DUTIES:

1. Coordination between Child Welfare Investigators and the Home Base Worker to track At-Risk Clients.
2. Works closely with medical providers, Child Protection Team and other disciplines or agencies in regards to referrals and follow up.
3. When children are placed in foster care, assures ongoing safety through frequent, meaningful contact with children and their caregivers.
4. Facilitates family teams to develop and implement creative, individualized solutions that build on the strengths of families to meet their needs.
5. Coordinates the monthly Child Protection Team Meetings by setting up date, times, and locations and ensuring meeting invites are sent to the appropriate team members.
6. Plans for children, focusing on the goal of preserving their family, reunifying their family, or achieving permanent placement in another family.
7. Maintains accurate case records of assessment, activities, and plans; writes summaries, reports, letters, and memos.
8. Works diligently to meet federal and state mandates and timeframes.
9. Provides written and oral information to Law Enforcement, Tribal Courts, State and County personnel.
10. Meet with the Social Services staff to plan, organize the monthly daily schedules working out issues that need guidance.
11. Assist with support groups, parenting classes, community methamphetamine education.
12. Works with at-risk families, community members, Social Services staff, schools, elders and collaborates with other State, County and Tribal Agencies.
13. Conducts Urine Analysis in and out of office settings.
14. Participate in a rotating on-call schedule with call back.

15. Is in charge of making the monthly on-call schedule for after working hours and weekends.
16. Maintain confidentiality. Breach of Confidentiality will be cause for Immediate Release of Employment.
17. Adheres to the Fort Belknap Tribal Policies and Procedures Manual.
18. Other duties as assigned.

EDUCATION AND EXPERIENCE:

Degree from an accredited college or university preferred, with major work in social work, psychology, health, or related field. Individual must have at least one year experience working with children, an education in Investigations is preferred.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Administers work to the Fort Belknap Indian Community, typically in clients home. Frequent 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 handicapping physical and mental conditions 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 and 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 modalities in helping families solve their problems. Ability to plan and organize work; ability to communicate and establish effective working relationships with clients, co-workers, other professional and technical staff, social agencies, and the general public; ability to prepare reports and maintain records.

SPECIAL CONDITIONS:

1. Possess a valid State of Montana Driver's License and be eligible at ordinary cost for inclusion with the Tribal Master Insurance Policy and Private Insurance.
2. Submit and pass a thorough background check. (If you have already completed a background check in the last year it can be included with the application, the Office will arrange its own background check before hire.)
3. Incumbent will be subject to the Fort Belknap Community Substance Abuse and Prevention and Drug/Alcohol Policy.
4. Must be Physically fit and able to lift 30 pounds.
5. Breach of Confidentiality will be cause for Immediate Release of Employment.

EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.