

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

TITLE:	Social Worker I	STATUS:	Permanent/Full Time
PROGRAM:	Case Management	SALARY:	DOE
DEPARTMENT:	Social Services	LOCATION:	Fort Belknap Agency

SUPERVISION RECEIVED:

Incumbent works under the general supervision of the Social Services Director

GENERAL DESCRIPTION OF DUTIES:

The Social Worker carries out day to day case management to children in foster care who are Title IV-E eligible, which includes record keeping, foster home support and identifying services to address the needs of children in foster care. The Social Worker maintains a close relationship with the children and family, works closely with the Family Court System and provides progress reports as required. The Social Worker serves as a team member with other service providers such as Child Protection Team, Foster Care Review Board, and ICWA Committee. The Social Worker must be able to use computers in day to day duties.

DUTIES:

1. Receives all pertinent information on children who enter the Foster Care System.
2. Completes a treatment plan based upon the Family needs for reunification.
3. Identifies and assists with providing special services for foster children.
4. Assists family members with services to complete treatment plan.
5. Maintains at least monthly contact with children in foster care.
6. Prepare teenage youth for Independent Living Program, continue education and career planning. Refer IV-E youth to Chaffee Program and assure each child in Foster Care who turns 15 years has an Independent Living Plan with annual updates until child ages out of foster care.
7. Must be available to handle emergency situations with children in foster care.
8. Conducts Family Group Conferencing meetings.
9. Maintains case files and makes data entries into CAPS.
10. Prepares and submits reports to the court that complies with the Adoption and Safe Families Act and IV-E requirements.
11. Participate in Foster Home recruitment efforts and complete home studies.
12. Complies with Tribal policies and procedures.
13. Perform other duties that can be reasonably expected to promote efficiency, effectiveness and well-being of the Fort Belknap Indian Community.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Social Services daily routine with specific knowledge of Child and Family case management, Child Protection, Investigations and Knowledge of the Family Court Act along with the Privacy Act. Must have the ability to interact with the General Public. Must have knowledge and skills with computers and other office equipment. Must have the knowledge with interviewing and investigations techniques.

EDUCATION:

Bachelor's Degree (preferred) in Social Worker or related field from an accredited college. Minimum Associate's Degree in Human Services or related field with experience equivalent to two years full-time social work and/or child protection field.

EXPERIENCES:

One year experience with Child Protection services required.

WORKING RELATIONSHIPS:

Works closely with the Fort Belknap Community and other Social Services Agencies, Law Enforcement, Family Court, Child Protection Team, ICWA Committee and Foster Care Review Committee

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. Please note: if you have already completed a background check in the last year, it can be included with the application; the Human Resources office will arrange its own background check shortly after hire.
3. Incumbent must have reliable transportation to get to and from work.
4. Incumbent will be subject to the Fort Belknap Community Substance Abuse and Prevention and Drug/Alcohol Policy.
5. Breach of confidentiality will be cause for immediate release of employment.
6. Must be physically fit, able to lift 30 pounds, able to transport children.

EVALUATION:

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