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

TITLE: IIM/Adult Protection Worker
PROGRAM: Tiwahe Initiative
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:
IIM/Adult Protection Worker will assist management with case management oversight, and training observations of staff as needed; they will ensure that the facility and environments are safe and nurturing and conducive to supporting the development of staff and each child as mandated by Federal, State and Tribal standards. They will act as the liaison between Social Services and management and will follow the directions of parents and supervisors to ensure that each child’s needs are met; they will complete all required trainings in accordance with their Individual Plan (IDP) as a condition of employment and will demonstrate competency in their job. IIM/Adult Protection Worker will adhere to all Standard Operating Procedures and program and Fort Belknap Personnel policies.

GENERAL DESCRIPTION OF DUTIES:
1. Investigates all adult protection referrals as received by Fort Belknap Social Services.
2. Writes assessments, reports and provides relevant documentation upon the supervisor’s request.
4. Reports numbers and cases each month to the Social Services Director
5. Writes quarterly & annual reports. FASSR Report-Work with IIM/Adult Protection Worker.
6. Maintains case files for IIM/Adult Protection files.
7. Provide assistance to social workers in making necessary referrals for additional services.
8. Meet with families in a fast paced clinical setting to describe/discuss community resources and programs.
9. Assist with the coordination and development of special projects as requested.
10. Provide assistance in making necessary referrals for additional services.
11. Assist therapists and other treatment providers in case management needs of the client and their family.
12. Work collaboratively with internal staff and external resources to ensure services are satisfactory.
13. Participates in multidisciplinary teams and medical center committees as appropriate. Work closely with community professionals to coordinate services adults and disabilities and the elderly.
14. Is responsible for making sure IIM records are kept in files in accordance with 25 CFR.
15. Is responsible for making sure appropriate and allowable IIM distributions are made.
16. Maintains accurate case records of assessment, activities, and plans; writes summaries, reports, letters, and memos.
17. Works diligently to meet federal and state mandates and time frames.
18. Provides written and oral information to Law Enforcement, Tribal Courts, and County as needed.
19. Meet the Social Services staff to plan and organize the monthly daily schedules working out issues that need guidance.
20. Works with at-risk families, community members, Social Service staff, school, elders and collaborates with other State, County, and Tribal Agencies.
23. Must be available to be on-call on a rotating schedule or as needed.
25. Other duties assigned.

EDUCATION AND EXPERIENCE:
- An Associate's Degree 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. 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 shortly after hire.)
3. Incumbent will be subject to the Fort Belknap Community Substance Abuse and Prevention and Drug/Alcohol Policy.
4. 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.

**IMMIGRATION REFORM AND CONTROL ACT:** requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.