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

TITLE: Child Welfare Investigator
PROGRAM: Tribal Social Services
DEPARTMENT: Tribal Social Services

STATUS: Permanent/Full
SALARY:

SUPERVISION RECEIVED:
Position is under the direction of the Tribal Social Services Director.

DESCRIPTION OF DUTIES:
The primary purpose of the COPS Meth Initiative position is to assume the responsibility for implementing a Child Welfare Investigator/Data entry position is to investigate referrals for substantiation or non-substantiation process. Enters data for the State of Montana and Bureau of Indian Affairs.

GENERAL DESCRIPTION OF WORK:
1. Coordination between Child Welfare Investigator and 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. Provides written and oral information to Law Enforcement, Tribal Courts, State and County personnel.
4. Meet with the Social Services staff to plan, organize the monthly daily schedules working out issues that need guidance.
5. Assist with support groups, parenting classes, community methamphetamine education.
6. Provides case management for those clients who are referred, records and submits required tracking forms.
7. Works with at-risk families, community members, Social Services staff, schools, elders and collaborates with other State, County and Tribal Agencies.
8. Conducts Urine Analysis in and out of office settings.
9. Other duties as assigned by Supervisor.
10. Make monthly on-call schedule for after working hours and weekends.

WORKING RELATIONSHIPS:
deals with the public in person and over the phone on a daily basis and other appropriate agencies. Meets with all potential parents and biological parents for Kinship placement.

EDUCATION:
Must have a Degree in Social Work or Human Services, with one year experience with a background in working with children.
WORKING CONDITIONS:
Works closely with the Fort Belknap Indian Community and other Social Service Agencies, Law Enforcement. Work environment exposure to office environment and field work.

KNOWLEDGE, SKILLS AND ABILITIES:
1. Computer skills/data base
2. Basic knowledge of drugs and other substance.
4. Skill to communicate effectively both written and orally.
5. Be knowledgeable about social and health conditions.
6. Be able to work alone, as a team member.

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.
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.

Revised January 4, 2012