

19. Collaborates with community partners to provide appropriate services to families.
20. Attends community meetings as needed and determined by supervisor.
21. Completes accurate and timely monthly, quarterly, or annual reports.
22. Will need to provide transportation to clients as needed.
23. Will participate with the on call schedule.
24. Meets with supervisor on a weekly basis.
25. Adheres to the Fort Belknap Tribal Policies and Procedures Manual.

EDUCATION AND EXPERIENCES:

Minimum of an Associate's Degree from an accredited college or university is preferred with major coursework in Social Worker, Health, and Human Services, Family Studies, Business Management, or related field and experience working with children and families in a community-based program, school, or other family-serving agency. Minimum of one (1) year of experience in an educational or social service field working with children and families is preferred. Community involvement and ability to work with other agencies is required.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Administers work to the Fort Belknap Indian Community, typically in clients' homes. 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:

Skills in planning and organizing work activities to meet established objectives. Demonstrated attention to detail, organization, time management, problem solving and prioritization with the ability to work well both independently and as a positive contributor to a team environment. Ability to manage multiple challenges and issues, adapt to changing circumstances and develop and implement creative solutions. Ability to establish and maintain effective working relationships with diverse communities, agencies, staff and families. Ability to communicate effectively both orally and in writing with tact, diplomacy, and sensitivity. Knowledge of available community resources. Knowledge of applicable laws and protocols governing victim confidentiality. Skills in planning and organizing work activities to meet established objectives. Ability to work independently with minimal supervision. Ability to both lead and work effectively as part of a team/staff.

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 and to fulfill on call duties.
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.

EVALUATION:

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