

**FORT BELKNAP INDIAN COMMUNITY**  
**FORT BELKNAP SOCIAL SERVICES**  
656 AGENCY MAIN STREET  
HARLEM, MT 59526  
(406) 353-8370

**TITLE:** Tribal Youth Family Intervention Specialist                      **STATUS:** Full Time  
**DEPARTMENT:** Social Services    **SALARY:** \$16.00/hr  
**PROGRAM:** CTAS-Tribal Youth Program    **LOCATION:** Fort Belknap Agency  
**SUPERVISION EXERCISED:** Works under the supervision of the Social Services Director.

**GENERAL DESCRIPTION OF DUTIES:**

The Tribal Youth Family Intervention Specialist will serve a broad population of youth, including those involved with multiple child-serving systems and those at high risk of removal from their families. Activities are geared to specialize in diverting youth from out of home placements by helping their families safely maintain youth in their home environment.

**JOB RESPONSIBILITIES:**

- Adheres to the Fort Belknap Social Services vision, practice principles, and steps of the Child and Family Team process consistent with the Wrap Around Model.
- Contributes to the development of the child and Family Plan of Care and provides strength-based interventions to the client and family in a timely and professional manner within their home, as well as their respective communities.
- Works collaboratively with the client, family, Case Worker, Therapist, Probation, Personnel, School Staff, and all other inter and intra-agency personnel in order to provide services identified in the Plan of Care, as well as Targeted Case Management,
- Maintains and promotes the principles of the Wraparound Model, including the identification of the client and family strengths, providing services in a timely and appropriate manner, and coordinating services with team members, clients, families, service providers, and community resource personnel.
- Meets face to face with each assigned client to provide services that are individualized with his/her scope of practice, and consistent with best practices and the Fort Belknap Social Services Procedures and guidelines. Such services are inclusive of anger management, social, communication, and daily living skills.
- Demonstrates professional and effective communication abilities, including the completion of written reports, letters, and plans initiating verbal communication with clients, Child and Family Team, and inter and intra-agency personnel, and exhibits an ongoing ability to engage formal and informal supports on behalf of the clients and families.
- Able to establish and maintain appropriate rapport with children, adolescents, families, inter and intra-agency personnel and regulatory bodies.
- Demonstrates an ability to work professionally and independently with limited supervision, as well as an ability to exercise professional discretion and independent judgment based on training, education, experience, and personal creativity.
- Provides services to clients and families in a manner that is culturally competent and appropriate.

- Carry a case load of twenty (20) clients a month.
- Hold family sessions with each family three (3) times per week, scheduled at the convenience of the families including providing mentoring interpersonal skill building sessions aimed at building personal empowerment and informed decision making skills;
- Attend three (3) supervision meetings per week;
- Provide monthly progress reports on clients and families as prescribed.
- Provide on-call availability to families during the week, and one (1) weekend each month.
- Drive up to 258 miles to meet with families in the home weekly and/or as required.
- Refer clients to treatment; whether in home based setting or wide array of settings and communities;
- Willing to participate in professional development training and pursue opportunities to advance both clinically and administratively within the Tribal Social Services Department.
- Maintains client confidentiality in accordance to the Department Policy and Procedures, respective county guidelines and any applicable federal regulations. Also adheres to any Mandated Reporting Obligations.
- Performs any other relevant duties as assigned by the Director.

**MINIMUM JOB REQUIREMENTS:**

- An Masters or Bachelor's degree (preferred) and in Social Work, 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.
- 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.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Understand the needs of children, youth, and families;
- Have knowledge of and CPS policies, practices, and procedures;
- Understand tribal code, federal and state policies, including case file confidentiality, crisis intervention methods, and case management techniques and practices;
- Be able to assess client needs and identify resources and services able to meet those needs;
- Must possess the knowledge, skills, and ability to promote Native American Family systems; develop and manage case plans; offer professional support, and guidance; communicate effectively both in writing maintain confidential client filing system.
- Must have knowledge of the Family Court Act, Domestic Violence Act, Privacy Act, Adoption and Safe Families Act, and all other acts pertaining to Social Services.
- Prepares and submits monthly reports to the Social Services Program Director.
- Communicates effectively both orally and in writing
- Works well under pressure during crisis situations while multi tasking and meeting deadlines;
- Must be advanced in Microsoft Office Suite (Word, Excel, Outlook), FTB Finance Online Software, and other job related software.

**SPECIAL REQUIREMENTS:**

- May be required to travel and work evenings and weekends on an as needed basis.
- Due to the confidential and sensitive nature of this position, successful completion of an extensive background investigation is required
- Must possess and maintain a valid driver's license and be insurable by the FBIC Insurance Master Plan.

- Must comply with the Fort Belknap Community Council Substance Abuse prevention, Drug and Alcohol testing policy, and will include a background investigation and work and criminal history prior to and during employment.
- Must never have been charged with a felony within his/her life; and a misdemeanor within five (5) years of applying position in any jurisdiction.