



**OPEN: 10/04/16
OPEN UNTIL FILLED**

The Klamath Tribes

EXEMPT:
NON-EXEMPT: X

JOB DESCRIPTION

POSITION: **CHILD WELFARE CASE WORKER**

RESPONSIBLE TO: Children and Family Services Program Manager

SALARY: GS-5 \$27,842 - \$35,139 Annual/Full Benefits
GS-6 \$30,454 - \$39,158 Annual/Full Benefits
GS-7 Full Benefits (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: Klamath Tribes Administration
Social Services Department
501 Chiloquin Blvd.
Chiloquin, OR 97624

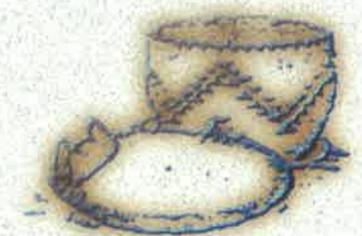
INTRODUCTION

The Child Welfare Caseworker's primary purpose will be to assure that children, adults, and families, who are at risk due to maladaptive behaviors or circumstances, receive preventive or rehabilitative child welfare services. The duties include, but are not limited to, conduct functional assessments, risk management, case planning/management, and interfacing with various service providers, referral services, and State/Tribal agencies. This position will also perform face-to-face visits, complete documentation on health and safety issues, and testify in court proceedings in regards to mandated State/Tribal requirements.

This position travels between Klamath Falls, Chiloquin, and other rural communities to serve Klamath Tribal families in Klamath County.

MAJOR DUTIES AND RESPONSIBILITIES

Job Description
301 Chiloquin Blvd. - P.O. Box 436 - Chiloquin, Oregon 97624
Child Welfare Case Worker
(541) 785-2219 - Fax (541) 783-2029
Page 1 of 5



1. Establish, coordinate, and maintain a collaborative working relationship with participant families and the Social Services Department; along with contractors, Klamath Tribal Health & Family Services, and other department programs, (such as Tribal Assistant to Needy Families (TANF), Domestic Violence (DV)), the general public, community resources, and other agencies and tribal programs.
2. Establish a trusting relationship with children and their families to facilitate family stability.
3. Identify and discuss socio-economic issues with families, such as dysfunctional parenting, child abuse and neglect, drug and alcohol abuse, medical conditions (including disabilities), mental health, criminal justice, domestic abuse, childcare, housing, and transportation.
4. Determine intervention services to address the needs of family members. Develop a case plan detailing the steps for the family to take towards achieving their goals. This includes participation in interagency case management. Must be able to identify and utilize resources that assist families with school age children that are "at risk" for learning or behavioral problems.
5. Continually assess resources to maintain progress in case management plans. Initiate frequent interaction with clients by telephone, office visits, and home visits to ascertain family progress towards goals/objectives. This includes transportation to client homes within Klamath County.
6. Access and utilize multiple complicated databases, including but not limited to, the State database system.
7. Prepare, interpret, and explain monthly, quarterly, and annual reports regarding program policies and procedures, as directed by supervisor.
8. Maintain high level of confidentiality at all times.
9. Participate in training programs. Attend staff meetings and case consultations, as directed.
10. Keep detailed and complete records on all clients, client progress, and contacts made during the course of daily meetings. Manage and maintain client files, data, and information systems.
11. In accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005-003, all Tribal staff are considered a Mandatory Reporter.
12. In addition to the Tribal Juvenile Ordinance and General Council Resolution, the Oregon Revised Statutes (ORS) 419B.010 identifies this position as having the duty to report child abuse.
13. Other duties, as assigned.

SUPERVISORY CONTROLS

Work is performed under the general supervision of the Children and Family Services Program Manager. Employee works independently, referring unusual problems or matters affecting policy to the supervisor. Work and records are reviewed on a regular basis to ensure program compliance.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to meet with the public and staff in a courteous, professional manner; using tact, diplomacy, and mature judgment.

Ability to work with Klamath Tribal families of varying social, educational, and economic backgrounds.

Ability to accurately keep and maintain complete records in accordance with the policies and procedures.

Ability to function effectively under pressure of time and/or demands of several tasks at once.

Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities of the department.

Ability to organize and analyze information about individuals through records, interviews, and professional sources for treatment planning.

Knowledge and skill in alcohol and drug case management, child abuse neglect, and domestic violence.

Ability to communicate orally and in writing for the purpose of providing instruction, completing forms and applications, obtaining information, and conveying messages.

Skill in providing direct children and family case management, including formulating social service treatment plans, providing on going social work support, and coordinating service delivery with other agencies.

Knowledge of dysfunctional behavior and drug/alcohol dependency as applied to clients.

Knowledge of Children's Justice Act, Indian Child Welfare Act, Violence Against Women Act, Federal and State Regulations and Privacy Act.

Ability to operate a computer with knowledge of various software programs.

Ability to safely operate vehicles in all types of weather conditions and traffic situations.

Ability to maintain **strict confidentiality** of records and information pertinent to the nature of the work.

QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- High School Diploma or Equivalent, **REQUIRED**. (*Diploma, GED or transcripts must be submitted with application.*)
- BA/BS Degree in Sociology, Behavioral Sciences or related field, preferred, OR an equivalent combination of education and case management experience equal to four (4) years may be substituted, **REQUIRED**. (*Copy of degree or transcripts must be submitted with application*)
- One (1) year of case management experience, **REQUIRED**.
- Experience working with problems of persons living in culturally, socially, and economically disadvantaged communities with emphasis in the cultural, economic, and social aspects of Klamath Tribal family service populations, preferred.
- Experience working with child welfare, ICWA, domestic violence and sexual assault, community service/ social services, and child agencies and their respective roles, preferred.
- Computer experience with an emphasis in the use of Microsoft Word, and Excel and work in a networked environment, **REQUIRED**
- Must submit to and clear an alcohol/drug screen test, **REQUIRED**. (*Employment will be contingent upon clearing the required alcohol/drug screening test*).
- Must possess a valid Driver's License, have a good driving record and be insurable by the Klamath Tribes. Must obtain and maintain a valid Oregon Driver's License within initial 90-day probationary period as a condition of employment, **REQUIRED**. (*Copy of valid DL must be submitted with application*).
- Must submit to and clear a criminal records background check, **REQUIRED**. (*Employment will be contingent upon clearing the required criminal records background check*).
- Indian Preference will apply. (*Must submit proof of Indian Preference with application*).

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions,

tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Revised: 08/2016

APPLICATION PROCEDURES

Submit a Tribal *Application for Employment* with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resources
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.