



The Klamath Tribes
501 Chiloquin Blvd./P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 08/16/18
CLOSE: 09/14/18

EXEMPT___
NON-EXEMPT_X_

JOB DESCRIPTION

POSITION: CHILD WELFARE SPECIALIST

RESPONSIBLE TO: Children & Family Services Program Manager

SALARY: GS-7 \$34,137 - \$44,371 Annual/Full Benefits
GS-8 \$37,810 - \$49,615 Annual/Full Benefits
GS-9 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, Full-Time, Regular

LOCATION: Klamath Tribes Administration
501 Chiloquin Blvd
Chiloquin, OR 97624

INTRODUCTION

The primary purpose of the Child Welfare (CW) Specialist is to advocate as a representative of the Klamath Tribes for enrolled Tribal children who are at-risk of abuse and/or neglect and ensure that Tribal rights under the Indian Child Welfare Act are protected. The CW Specialist interacts with the Department of Human Services – Children, Adults and Families (DHS-CAF), the Circuit Courts and Tribal Court to develop long term plans for children who have been removed by the courts. This

person also interacts with the Multi-Disciplinary Team, Citizen Review Board, Klamath Tribes Child Protective Team, and Klamath Tribes Placement Board and other relevant agencies. The CW Specialist is also involved in various prevention efforts aimed at reducing risks to families and children.

The CW Specialist will work with individual families to provide intensive case management services and maintain accurate and up to date records. The CW Specialist's responsibilities include, but are not limited to, administering, coordinating, developing and providing a variety of culturally relevant social services for children and their families to ensure the physical, mental, emotional and social well-being of Tribal children and families.

Travel is required by the CW Specialist to serve Tribal families in the Klamath Tribes Service Area, Klamath County. Occasional travel outside Klamath County will be required to attend Child Welfare court hearings and DHS meetings and trainings.

DUTIES AND RESPONSIBILITIES

1. Assure the rights of the Klamath Tribes are protected under the Indian Child Welfare Act.
2. Provide services to children placed in protective custody, families and foster care providers to ensure the safety and welfare of Tribal children.
3. Facilitate the reunification of families and provide families the tools and resources to cope with identified dysfunction.
4. Write clear and concise service plans reflective of department mission and goals, Federal/State and Tribal Laws and family goals and objectives.
5. Make thorough assessments of child/children and family needs to facilitate appropriate, informative referrals to other staff and/or agencies for services.
6. Write clear and concise service agreements, in conjunction with families and foster care providers which states:
 - The goal to be reached.
 - The objectives to be completed to achieve the goal.
 - What the family will do.
 - What the child must do.
 - What the foster care provider will do.
 - What the program will do and how it will be done.
 - What will happen if completed.
 - What will happen if not completed.
7. Actively seek to achieve the Tribe's goal of integrity, stewardship, responsibility, respect

and professionalism.

8. 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.
9. 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.

Intake Duties:

1. Receives cases transferred within the department and staffs case with Program Manager and transferring specialist within 7 days of receipt of case.
2. Develop a case chronology utilizing the information contained in the file and received during the case staffing with previous specialist and place in a case file and update quarterly.
3. Contact the child, family, foster care provider and mutually establish a service agreement which shall include:
 - The goal to be reached.
 - Objectives to meet the goal.
 - What the family will do to achieve the goal.
 - What the child/children will do to achieve the goal.
 - What the foster care provider will do to assist the child/children and family.
 - What the department will do to assist the child/children and family.
 - What will occur upon completion of the agreement.
 - What the consequences are if the agreement is not completed.
 - Each agreement will be time limited and not extend beyond 90 days without supervisor approval.
 - Process shall be completed within 14 days of receipt of case.
 - Specialist is to staff case with supervisor upon completion of the above to ensure case plan and services are appropriate.

Service Provision Duties:

1. Specialist shall establish a schedule of face to face contacts with the child, parents and foster care provider a minimum of once per month and document contacts in case file.
2. Specialist shall provide direct or indirect services to the family child and foster care provider, which shall specifically address one or more of the existing objectives. These

services are to be intense and short term whenever possible.

3. Specialist shall document thoroughly all contacts, services, visits, etc. Documentation shall include date, time, type of contact, reason for contact and results.
4. Specialist shall assess permanent placement potential as outlined in the Klamath Tribes Juvenile Ordinance or identify other appropriate plan.
5. Determine who has significant and/or legal rights to each child.
6. Prevent unnecessary removal from families.
7. Quickly reunite if possible.
8. Do not cause further damage to children.
9. Put forth more than reasonable efforts.
10. Continuously search for absent parents.
11. Determine, precisely, father's rights.
12. Deal with distressed families and foster providers.
13. Obtain genetic health history and obtain evaluations of parents, children and interaction.

Documentation, Reports and Narrative Duties:

1. Upon identifying a case as permanent planning and appropriate code is entered on IIS, specialist shall complete an SCF 31 and send the original white copy to the permanent planning consultant.
2. Shall establish heritage of child/children.
3. Shall maintain a visitation file which shall be part of the case record.
4. Shall request Release and Surrender documents and consent to search documents as required by Department Policy.
5. 100% of all narratives are to be completed within the time lines set forth by Department Policy. All Narratives are to be clear, concise and meet content expectations as per Department/Program Policy Federal, State and Tribal Laws.
6. Completes program forms, writes letters and answers correspondence.

7. Submits a monthly report to the supervisor which will include children staffed for permanent planning, permanent plans achieved for month by type and indentifying children and DOB's (returned to parent, guardianship, adoption, long term foster care), number of children free and awaiting placements, their names and DOB and possible date of placement.

Court Duties:

1. Files petitions as required by Tribal Law.
2. Prepares case for court presentation. This includes presenting necessary reports, documentation of reasonable efforts, and evidence to all pertinent legal representatives and the court, represents the department and kit's position in Court.
3. Provides pertinent testimony in Juvenile, Criminal, Civil and Tribal court as required. Shall ask the court to rule regarding testimony protected by various laws concerning confidentiality and shall disclose only such information as the court rules allowable.
4. Will present and testify within Tribal, Federal and State Laws and maintain proper court decorum and procedures at all times.
5. Will be responsible for scheduling and/or attending scheduled hearings as per Tribal, Federal and State law or court order.

SUPERVISORY CONTROLS

All major duties are performed with supervision from the Children and Family Services Program Manager, who defines and establishes overall program objectives and operation and specifies resources available. These duties are performed using sound judgment and comprehensive understanding of the operational environment of the position. Records will be frequently checked 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 Native American families of varying social, educational and economic backgrounds.

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

Good public relations and interpersonal relationship skills. The ability to meet and deal with a variety of individuals exercising tact, diplomacy and mature judgment. Must be able to greet and deal with the public in a pleasant manner.

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 instructions, completing forms/applications, obtaining information and conveying messages.

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

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

Knowledge of Child Welfare Act, Indian Child Welfare Act, Violence Against Women Act, Welfare Reform, Federal and State Regulations and Privacy Act.

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

Skill in safe operation of vehicles under 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

- BA/BS Degree in Sociology or related field, preferred, **OR** a relevant combination of education and work experience equal to four (4) years may be substituted, **REQUIRED.**
- A minimum of two (2) years work experience in the areas of child welfare, domestic

violence, dysfunctional behavior and drug/alcohol dependency issues, **REQUIRED**. Work in agencies or programs with Native Americans, preferred.

- One (1) year of case management experience, **REQUIRED**.
- Knowledge of the Indian Child Welfare Act (P.L. 95-608), **REQUIRED**.
- Knowledge of community service, social services, child welfare agencies and their respective roles, **REQUIRED**.
- Demonstrated ability to communicate orally and in writing. Experience making presentations to groups, preferred.
- Computer experience, **REQUIRED**. Emphasis will be in the use of Microsoft Word, Excel, and work in a networked environment.
- 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 and maintain a valid Oregon Driver's License, have a good driving record and be insurable by the Klamath Tribes, **REQUIRED**. (*Copy of valid ODL must be submitted with application.*)
- Must submit to and clear a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**.
- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters. In addition, the Oregon Revised Statutes (ORS) 419B.010 identifies this position as having the duty to report child abuse, **REQUIRED**.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference.*)

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 non-essential 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: 08/2018

APPLICATION PROCEDURES

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

**The Klamath Tribes
ATTN: Human Resource
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.