



The Klamath Tribes

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

Phone: (541) 783-2219

HR Fax: (541) 783-2836

OPEN: 08/22/19
CLOSE: 09/13/19

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: CHILD WELFARE SPECIALIST

RESPONSIBLE TO: Children & Family Services Program Manager

SALARY: GS - 07 \$34,137 - \$44,371 Annual/Full Benefits
GS - 08 \$37,810 - \$49,615 Annual/Full Benefits
GS - 09 Full Benefits (requires 10+ years of tribal service)

CLASSIFICATION: Non-Management, Full-Time, Regular

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

BACKGROUND: P.L. 101-630 level background

POSITION OBJECTIVES

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 Tribal rights under the Indian Child Welfare Act are protected. 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 will participate in various prevention efforts aimed at reducing risks to families and children.

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. The CW Specialist also interacts with the Multi-Disciplinary Team, Citizen Review Board, Klamath Tribes Child Protective Team, and Klamath Tribes Placement Board and other relevant agencies.

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.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assure the rights of The Klamath Tribes and its members are protected under the Indian Child Welfare Act by providing services to at risk families and the children, who are placed or being considered for placement in protective coverage.
2. Actively demonstrate the Tribes' goal of integrity, stewardship, responsibility, respect and professionalism.
3. File petitions, as required by Tribal Law. Prepare case for court presentation; including presenting reports, documentation of reasonable efforts, and evidence.
4. Responsible for scheduling and/or attending court hearings as per Tribal, Federal and State law or court order. Must maintain proper court decorum and follow procedures at all times when presenting or testifying on behalf of The Klamath Tribes. Must represent The Klamath Tribes position in court.
5. Provide families with the tools and resources to overcome identified dysfunction and facilitate the reunification of families.
6. Make thorough assessments of children and family needs to facilitate appropriate informative referrals to other staff, departments or agencies for services.
7. Receive cases transferred within the department; staff case with Program Manager and transferring specialist within 7 days of receipt of case.
8. In conjunction with families and care providers, develop clear and concise service plans which are reflective of the Department's mission and the family goals, as well as applicable law.
9. Contact the child, family, foster care provider to mutually establish a service agreement.
10. Establish a schedule of face to face meetings, (at minimum once a month), with the child, parents and foster care provider; document contacts in case file.
11. Provide direct or indirect services to the family, child, and foster care provider, which specifically address one or more of the service objectives. These services are to be intense and short term, whenever possible.
12. Thoroughly document all contacts, services, visits, etc. Documentation shall include date, time, type of contact, reason for contact and results.

13. Establish heritage of children. Determine who has significant and/or legal rights to each child. Precisely determine rights of each parent. Continuously search for absent parents.
14. Obtain genetic health history and evaluations of parents and children.
15. Assess permanent placement potential, as outlined in The Klamath Tribes' Juvenile Ordinance or identify other appropriate alternatives. Prevent unnecessary removal from families.
16. For cases identified for permanent placement planning, enter appropriate code on IIS, complete a SCF31 and send the original copy to the permanent planning consultant.
17. Request release and surrender documents and consent to search documents as required by Department policy.
18. Develop a case chronology utilizing the information contained in the file and any new information obtained during case staffing. Update case chronology on a quarterly basis.
19. Maintain a visitation file which shall be a part of the case record.
20. Responsible for completing all narratives within the timelines set forth by Department policy. All narratives are to be clear, concise and meet content expectations, as per policy and applicable law.
21. Complete program forms, write letters and respond to correspondence in a timely manner.
22. Submit monthly reports to supervisor, as directed.
23. The incumbent will be called upon to accomplish other tasks within their scope of work.

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, 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, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have a combination of relevant education and case management experience equal to at least four years.
- **REQUIRED** to possess at least one year of case management experience. *(Must reflect experience on application.)*
- **REQUIRED** to possess working knowledge of the Indian Child Welfare Act (P.L. 95-608).
- **REQUIRED** to have a minimum of two years of work experience in the area of child welfare, domestic violence, dysfunctional behavior or drug/alcohol dependency. *(Must reflect experience on application.)*
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess excellent oral and written communication skills.
- **REQUIRED** to possess knowledge of community, child and social service agencies and their roles.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.

- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

Preferred Qualifications:

- A Bachelor Degree in related field is preferred.
- Previous experience working with Native Americans or other underserved populations in a rural, socially disadvantaged community, is preferred.
- Experience in social service field, is preferred.
- Experience in public presentations is preferred.

INDIAN PREFERENCE

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

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily 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.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***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.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)