



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

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

OPEN: 09/22/22
Until Filled

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: CFS PREVENTION SPECIALIST

RESPONSIBLE TO: Children and Family Services Program Manager

SALARY: Step Range: 12-31; Full Benefits
Salary Range: \$38,149 - \$66,895
Hourly Range: \$18.34 - \$32.16

CLASSIFICATION: Non-Management, Regular, Full-Time

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

BACKGROUND: P.L 101-630 Level Background

POSITION OBJECTIVES

The primary purpose of this position will be to provide preventative services to Klamath Tribal members; and parents or children that are eligible for enrollment. The Prevention Specialist will participate in assessment process alongside State Child Protection Services unit. The Prevention Specialist will advocate on behalf of Tribal families to ensure Active Efforts are made by the State Agency to prevent removal of children from their homes in appropriate situations; ensuring safety treats are removed and safety plan is in place.

During the assessment the Prevention Specialist will assist the family in overcoming identified barriers. When assessment moves to an in-home or out-of-home case plan, the Prevention Specialist facilitates referral to ICWA Caseworker assigned by Children Family Services (CFS) Program Manager. This position is located in the Social Services Department, within the CFS Program.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provide preventative services to families who are in need of Children and Family Services assistance. This could include transportation, providing assistance for cleaning, sanitization or trash removal of residence, time management, budgeting assistance, safety planning, or other services that are identified to prevent the removal of children.
2. Accompany the State agencies child protective services unit on assessment and/or investigations to determine level of risk of harm to eligible or enrolled children of the Klamath Tribes. Serve as an advocate for Tribal families to ensure the State agencies have provided Active Efforts, and Active Efforts have been exhausted and proven unsuccessful to prevent the removal of tribal children from their homes. Facilitate transfer of case to ICWA Caseworker once involvement transfers from assessment to open case.
3. Provide early intervention and identify preventative services to families to prevent the removal of children. Facilitate referrals to identified Tribal, State or Community resource partners. Must be knowledgeable and exercise resourcefulness to identify Tribal and Non-Tribal assistance/resources, establish points of contact for programs, and facilitate effective referrals to assist families with gaining access to programs.
4. Brainstorm, design, and implement various prevention services such as, but not limited to: culturally-specific education classes, culturally-specific support groups, community events, public presentations, participation at Tribal events/drive-through, presentation in public schools, and community messaging/social media campaigns.
5. Collaborate with Tribal agencies and Social Services programs such as Healing Winds Program, Temporary Assistance for Needy Families (TANF) and General Assistance (GA). Coordinate with Youth & Family Guidance Center to engage families with services as it relates to safety planning to prevent future child welfare agency involvement.
6. Maintain continuous contact with families to provide prevention services. Maintain contact at least once a week with families during assessment stage.
7. Participate in reoccurring Children and Family Services staffing's to include the Program Manager, ICWA Supervisor, ICWA Caseworker, and/or Family Advocate. Participate in staffing's with community partners as needed.
8. Prepare written program reports on a monthly basis.
9. May be assigned to research and complete training in different service models; develop hybrid service models and facilitate supports such as Relief Nursery framework.
10. Maintain high level of confidentiality at all times.

11. The incumbent will be called upon to accomplish other tasks within their scope of work

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. As needed, consultation is held with the program manager. Work is reviewed through monthly and quarterly reporting.

KNOWLEDGE, SKILLS, ABILITIES

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

Ability to work with people in different situations, of varying ethnic, social, education and economic backgrounds.

Skill in providing direct children and family services including conducting in-depth interviews with children and families, formulating social service treatment plans, and coordinating service delivery with other agencies and systems.

Knowledge of child abuse/neglect and abandonment issues.

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

Knowledge of major family dysfunctional behaviors.

Knowledge of chemical dependencies as applied to child/family dysfunction.

Basic knowledge of the Indian Child Welfare Act, the Children's Justice Act, the Child Welfare Act, and the Violence Against Women Act.

Must be able to operate vehicle safely under all types of traffic and weather conditions with and without passengers.

Must be able to maintain strict confidentiality at all times.

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 minimum two years' experience in a community service/social services field. Experience must show demonstrated knowledge and skill in the areas of social work, social services, chemical dependency. May be a combination of education and work experience.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to have above average written and verbal communication skills. Must be able to prepare formal correspondence and case notes in the third-person.
- **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 adhere to The Klamath Tribes alcohol and drug free workplace 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 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.
- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy.

Preferred Qualifications:

- Knowledge of problems of persons living in culturally, socially and economically disadvantaged communities, particularly knowledge of the unique cultural, economic and social aspects of an Indian service population.

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)