



DUCKWATER SHOSHONE TRIBE

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

JOB ANNOUNCEMENT

POSITION: Clinical Social Worker, LCSW
LOCATION: Duckwater Indian Reservation, Duckwater, NV
ANNUAL SALARY: DOE AND Degree
OPENING DATE: November 21, 2018
CLOSING DATE: Open Until Filled

POSITION DESCRIPTION

Under the supervision of the Division Health Manager, Social Worker will be responsible for providing a variety of social work services to clients and their families; including screening, evaluation, counseling, consultations, and referral to community resources and assisting clients in the maximum utilization of needed Federal, State and Local community resources.

DUTIES AND RESPONSIBILITIES

Social Worker shall supervise, coordinate and administer the Social Services program, including General Assistance, Indian Child Welfare and Alcohol and Drug prevention services.

Social Worker will administer program and/or grant activities in a timely manner and within budget; prepare and submit required reports to the Division Manager Health and Social Services and funding sources in a timely manner.

Social Worker will establish priorities; participate in a program planning, develop recommendations and assist with development and implementation of program objectives, policies, procedures and standards; ensure compliance with laws, regulation, statutes, and policies and changes thereto; monitor and evaluate program effectiveness.

Social Worker reports directly to the Division Manager Health & Social Services, informing regulation/policy changes or situations that occur for review and/or action; participates in staff meetings and Tribal Council meetings when needed; attends continuing classes, seminars and other training in order to keep abreast of State and Federal laws and agency policies and procedures.

Social Worker recruits, certifies and monitors foster homes and adoptive families; is responsible for child welfare/foster care, group homes, institutional, juvenile delinquency/dependency and adult custodial placements.

Social Worker provides placement, monitoring and services to children determined to need out-of-home care; established face-to-face contact with children after placement to assess condition; and when applicable assist them in understanding why they were removed from their caregiver; will interpret placement issues to children, parents and foster parents; and arranges visitation of parents with their children.

Social Worker performs child protection services through follow-up of allegations of abuse, neglect and exploitation of children by gathering information from clients, families and others and observing and analyzing the relationship between client and family to determine whether allegations are valid, whether injuries or imminent danger are evident, and whether to place the child in protective custody in coordination with Tribal Law Enforcement when appropriate.

Social Worker may be required to work weekend, evenings and holidays in addition to normal working hours in emergencies and crisis situations.

Social Worker performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of the economic, social and educational conditions of Native Americans and their communities; methods and techniques of program administration and personnel supervision; principles and methodologies of social case work; Federal, State and local public welfare program; budget preparation and fiscal management; public relations; community needs, resources, current social trends and their impact on social services.

Ability to maintain effective internal communications; interpret and properly apply rules, regulations, policies, standards of assistance and services; convey and effectively interpret established program purposes, policy and regulations to the Tribal Council, committees, community members or other service agencies; effectively supervise and train assigned staff; maintain accurate records and prepare professional investigative and performance reports as required; maintain all case information in a strictly professional and confidential manner; maintain good working relationship with the Division Health Manager, Tribal Court, Tribal Departments, and Tribal Council;

Must possess First Aid Certificate or CPR, or be willing to obtain as soon as possible.

Must have a valid Driver's License with good driving record and insurable under the tribal vehicle insurance policy.

Must pass a thorough background investigation.

Must be familiar with the Indian Child Welfare Act and Indian Social Services.

Must have strong interpersonal skills and able to work well with people, and a demonstrated ability for problem solving and conflict resolution.

INDIAN PREFERENCE:

Preference will be given to all qualified Native American in accordance with federal regulations.

APPLICATIONS:

Applications may be picked up at the Duckwater Shoshone Tribe Administration office located at 511 Duckwater Falls Road, on the Duckwater Tribal website at duckwatertribe.org or by calling 775-863-0227.

Submit a Cover letter and resume along with application to the Duckwater Shoshone Tribe, Human Resources, and P.O. Box 140068, Duckwater, NV 89314.