



## Hopland Band of Pomo Indians Job Description

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<b>Position:</b>	ICWA Social Worker (F/T, Salaried, 100% Grant funded position)
<b>Under the Direction of:</b>	Health and Social Services Director (Victim Service Coordinator)
<b>Rate of Pay:</b>	Wage Range \$19 to \$22.57per hour

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**POSITION SUMMARY:** Under the direction of the Health and Social Services Director (Victim Service Coordinator), the ICWA Worker provides crisis intervention and assists clients to remain in compliance with their individualized service plans.

### ESSENTIAL FUNCTIONS:

1. Acts as a community advocate and liaison for other programs including Consolidated Tribal Health Project, Substance Abuse, Victim Services, Native Connections, etc.
2. Responsible for developing and implementing Individual Service Plans which assists patients and families to cope and/or restore social, emotional and environmental factors.
3. Interview community members, assess needs, and provides options along with appropriate related community resources.
4. Acts as an advocate for at-risk clients/families as needed; including representing the Tribe in State and Tribal Court.
5. Provides counseling and referrals, facilitates groups and serves as a liaison with participant's family and other community services.
1. Closely monitor each family situation to ensure that the plan or program(s) is working for all participants.
2. Arranges transportation for victims to medical and therapeutic treatment and court appearances; arranges lodging and other accommodations.
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7. Documents actions taken and schedules follow up meetings, progress, etc.
8. Gathers and maintains documents, reports, memoranda and statistical data for reports.
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10. Collaborates with other departments and agencies to ensure all resources are used effectively.
11. Maintains strict confidentiality in all matters related to work and tribal business
12. Maintains files according to professional, tribal and funder/regulatory agency standards

*The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor/director.*

### REQUIREMENTS/QUALIFICATIONS

**Education and Experience:** Associate's Degree (AA or AS) in Human Services field from an accredited college or university preferred and a minimum of two (2) years experience working in a Human Services field with a minimum of one (1) in an ICWA program recommended.

**Additional Requirements:** Possess a valid California Class C Drivers License and insurable for auto insurance

**Other Qualifications** – Experience in case management and case reporting; proficient in Microsoft Office Suite: Word, Excel, Power Point, and Outlook; and experience in community organizing; planning and facilitating meetings.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

Language Skills – Should have excellent writing, oral and interpersonal communication skills; be an intuitive listener; and possess conflict resolution and crisis intervention skills. Ability to interact with clients from varied backgrounds, age groups and with a variety of human service needs. Ability to write routine reports and correspondence; speak effectively in one-on-one, small group and public speaking situations. Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Reasoning Ability - Ability to apply common sense understanding during normal and stressful conditions.

PhysicalWork Environment Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast paced work environment and effectively deal with clients, health professionals, employees, and others. Is regularly required to sit, stand, walk and move through all areas; speak and hear, and use hands to finger, handle, or feel. Intermittently, operates standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; able to attend various meetings and workshops or act as a facilitator. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.