



Hopland Band of Pomo Indians

Position:	ICWA/Social Worker (F/T, 100% Grant funded position)
Under the Direction of:	Health and Social Services Director
Rate of Pay:	Wage Range \$25 to \$30 per hour

POSITION SUMMARY: Under the direction of the Health and Social Services Director, the ICWA/Social/Case Management Worker provides crisis intervention and assists clients in compliance with service plans. Makes referrals to various agencies and resources on behalf of participants; provides the most effective resources available by collaborating with outside agencies. This position is a grant funded position for the Indian Child Welfare Program.

ESSENTIAL FUNCTIONS:

1. Responsible for developing and implementing Individual Plan of Treatment which assists patients and families to cope and/or restore social, emotional and environmental factors.
2. Interviews clients, assess needs, analyze client's budgetary situation and provides options along with appropriate related community resources.
3. Acts as an advocate for at-risk clients/families as needed; including representing the Tribe in State and Tribal Court.
4. Provides counseling and referrals or plans for correction, facilitates groups and serves as a liaison with participant's family, home and other community services.
5. Follow up each case to ensure that the plan or program is working for the participants.
6. Documents actions taken and schedules follow up meetings, progress, etc.
7. Provides statistical information for grant reporting.
8. Collaborates with other departments and agencies to ensure all resources are used effectively.

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.

Language Skills – Should have excellent writing, oral and interpersonal communication skills. Ability to interact with clients from varied backgrounds, age groups and with a variety of health care needs. Ability to write routine reports and correspondence; speak effectively in one-on-one and small group situations.

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.

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.

Physical Work 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 of the Tribal Center; 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.