

JOB ANNOUNCEMENT

POSITIONS: **Social Worker**
PROGRAM: **Newe-Numa Resource Program**
DIVISION: **Tribal Administration Programs**
SUPERVISOR: **Tribal Administrator**
GRADE: **\$52,561 (Grade 22, Step 02)**
ACCOUNT CODE: **20-2015-0000-6000**
CLASSIFICATION: **EXEMPT**
LOCATION: **Owyhee, Nevada**

OPENS: January 8, 2024 **CLOSES: Open till filled**

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT
BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with
Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

SPECIAL CONSIDERATION:

This position is subject to random drug testing and a background check as a condition of employment. This individual works in patient and emergency situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and seniors. This individual operates Tribal vehicles and/or equipment on a regular basis.

POSITION STATEMENT:

Under the direct supervision of the Tribal Administrator the incumbent will assist with the Social Services for Tribal, public, and voluntary organizations providing services in the Child Welfare, Foster Care and Adult Custodial Care fields to individual children, families, groups and community members.

SPECIFIC DUTIES:

1. Assist with the Child Welfare Program.
2. Develop the Foster Care Program and licensure for foster families.
3. Place children in foster homes as required, including follow-up, and evaluates home for foster home licensing.
4. Establishes and maintains relationship with other federal and state agencies involved with the Indian Child Welfare Act, Adult Custodial Care and Foster Care in order to meet required needs and services.
5. Assists in certifying children "at risk" for Day Care Services.
6. Assists with receiving and processes referrals, complaints or requests for service. Assists with conducting assessments and fact-finding interviews of child abuse or neglect to obtain and assess mental, physical, economic, employment, and social status of client/family.
7. Prepares written intake reports based on initial interviews with referents and subjects of assessment. Drafts case plans related to child abuse/neglect issues with recommendations for case related service decisions.
8. Participates in interdisciplinary (Child Protection Team) team staffing to formulate and/or modify treatment plans.
9. Provide social services, support and change-oriented activities to preserve family unit and promote client self-determination.

10. Prepare case record notes attesting to engagement with clients and results from specific services.
11. Perform on-site evaluations of foster homes to determine if appropriate for child placement and recommend approval/disapproval for licensing. Will manage files and conduct case management.
12. Research, obtain and make referrals to community resources and provide court-related services including court testimony, court reports and other legal documentation and mediation, negotiation and implementation of agreements.
13. Consult with experienced social workers, law enforcement, court personnel, community resource workers and school staff.
14. Understand Indian Child Welfare Act (ICWA) case management, Adult Protection case management, and the Shoshone-Paiute Tribes Children's Code.
15. Other duties as assigned by supervisor.
16. Manages ICWA and Adult Protection Cases.

EDUCATION & WORK EXPERIENCE REQUIRED:

1. Must possess Bachelor's Degree in Social Work or a related field.
2. A Master's degree in Social work is preferred and or a State Social Work License.
3. Must have some experience working with Native American populations.
4. Must have thorough knowledge of ICWA.
5. Must know the Shoshone-Paiute Tribes Children's Code.
6. Must have thorough knowledge of the Shoshone-Paiute Tribe's judicial system and process.
7. Ability to interpret and explain Federal regulations governing eligibility.
8. Must be willing to work with clients in a patience and a pleasant attitude are a requirement.
9. Knowledge of Privacy Act and have the ability to maintain client confidentiality.
10. Ability to communicate effectively both orally and in written form.

11. Must possess a Drivers License in Idaho or Nevada.

Grade Increments:

Salary determined based on Education and Experience.