

SITKA TRIBE OF ALASKA
Job Description

TRIBAL FAMILY CASEWORKER

Exempt:	No	Salary Level:	\$35,000-40,000
Benefits:	Yes	Hours:	8:00 – 4:30 p.m.
Department:	Social Services	Reports to:	Social Services Director
Prepared by:	Social Services Director	Approved by:	General Manager

I. SUMMARY

This position is an integral part of the Social Services Department team, working closely with the Indian Child Welfare Act (ICWA) team, community partner agencies, and the STA Tribal court staff to provide case management support to families going through the Tribal court guardianship or adoption process.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. MAJOR DUTIES

- Write and complete Case History and Recommendations (CHAR) and Status reports for children and their families in the Tribal court guardianship and adoption processes as scheduled with the Tribal court.
- Contact Tribal guardians often and consistently to provide case management support and document all interactions clearly in each case file
- Organize and maintain client files for guardianship and adoption cases
- Work with Indian Child Welfare Act team to identify tribal families to act as guardians for tribal children
- Assist families with completing petitions for guardianship or adoption of Tribal children in Tribal Court
- Conduct home studies and home visits for guardianships and adoption cases as part of the guardianship and adoption processes
- Work with parents whose children are involved in guardianships and adoptions
- Identify needs of clients and provide appropriate support, referrals or other services in a timely and professional manner in consultation with Social Services Director if required
- Maintain strict client confidentiality
- Provide advocacy services to clients, including transportation as needed
- Attend trainings relevant to the work of the position, out of state travel may be required
- Maintain accurate statistics about referrals and adoption/guardianship caseload for the Social Services Director
- Work collaboratively with other members of the Social Services team and with community partners
- Provide culturally sensitive and relevant services
- Other duties as assigned by supervisor

B. MEETINGS, STA REPORTING, PROFESSIONAL CONDUCT

- Keep Social Services Director informed via weekly individual meetings concerning work progress, including present and potential problems and suggestions for new or improved ways of addressing issues
- Attend STA all staff meetings
- Participate in STA all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, the Children's Christmas Party, and other all-staff events that arise throughout the year. Assist with coordination of Children's Christmas Party.
- Attend other meetings as requested by the Social Services Director including bi-weekly staff meeting with the Social Services team
- Prepare monthly reports of activities and any other items assigned by the Social Services Director for inclusion in the Tribal Council meeting packet
- Recognize and understand the highly emotional nature of the situations faced by our clients and respond to questions and client concerns in a compassionate, courteous and timely manner
- Maintain strict confidentiality of all client information
- Responds to questions/comments in a courteous and timely manner

III. MINIMUM QUALIFICATIONS

A. EDUCATION & WORK EXPERIENCE

- Associate degree in the human services field plus two years work experience in the field
or
- Bachelor of Arts degree in the human services field
- Previous training and experience and knowledge of substance abuse and treatment
- Previous experience with suicide lethality assessments and intervention
- Previous experience working with mental health professionals and diagnostic process

B. KNOWLEDGE, SKILLS & ABILITIES

- Strong written and oral communication skills.
- Ability to handle multiple tasks and work under short timeframes
- Ability to handle confidential information with tact and discretion
- Knowledge of the history of Sitka and a solid understanding of the native community in Sitka, including clan structure, or willingness to learn.
- Intermediate level of computer skills and at least one-year experience using Microsoft Word, Excel, and email
- Ability to work independently with brief verbal instruction
- Must be able to work flexible hours to meet deadline and client needs
- Must possess a valid Alaska State Driver's License or have the ability to attain one
- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)

C. CRIMINAL BACKGROUND CHECK

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a separate application for suitability. No individual may fill this position

- Who has been convicted of any crime involving a sexual offense
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual’s trustworthiness.
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an imminent partner or child.

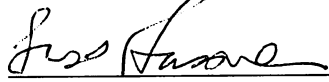
D. DRUG AND ALCOHOL FREE WORKPLACE

This position is considered safety-sensitive according to Sitka Tribe of Alaska’s Drug and Alcohol Free Workplace Ordinance. Therefore this position requires a pre-employment drug screening and is subject to reasonable suspicion, random, post-accident, return to duty and follow-up drug and/or alcohol testing.

IV. PREFERENCE

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

APPROVED:

 5/2/18
 General Manager Date

RECEIVED:

 5/2/18
 Administrative Services Director Date