



# THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112 • (435) 867-2659 (fax)

## JOB OPENING FAMILY SERVICES SPECIALIST

**Opening Date:** June 9, 2017  
**Closing Date:** until filled (may close early if enough qualified candidates are achieved)  
**Department:** Health  
**Division:** Behavioral Care  
**Supervisor:** Family Services Manager  
**Status:** Full-time, Exempt, Salary  
**Location:** Tribal Office – Cedar City, UT  
**Beginning Salary:** \$32,844 to \$42,041/yr. (DOE)  
**Loan Repayment:** Through Indian Health Service (IHS)

### **JOB SUMMARY**

Coordinates, links and monitors a wide array of Family and Social Services. Exercises independent judgment and discretion in assessing child and family welfare needs. Collaborates with Utah Child and Adult Protective Services (CPS/APS) to investigate abuse, exploitation and/or neglect referrals and recommend appropriate actions per the Memorandum of Understanding with the State of Utah Department of Human Services. Ensures ICWA requirements are adhered to in determining substitute care for children and youth, which may include services from other Tribes, agencies, daycare or foster care. Documents client progress, compiles case histories and prepares other related reports. Provides related family services such as case management, payee services, education and employment guidance. Collaborates with the tribal community to disseminate information on Tribal programs and community resources, provides psychoeducation such as parenting, substance abuse, family relations and coordinating family services activities.

*The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian preference.*

**DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

1. Assists DCFS in field investigations of abuse, exploitation and neglect referrals; assesses risks, strengths and barriers; determines actions or makes decisions governing a client's situation.
2. Develops appropriate safety and/or service plans to alleviate risk, provide protection, etc.
3. Assesses client needs and develops a plan that includes related services to meet those needs. Monitors effectiveness of plan and makes changes and updates as needed.
4. Screens and selects appropriate substitute care for clients in need of out-of-home services.
5. Monitors out-of-home services to ensure physical, mental, educational, and developmental needs are met.

6. Refers clients for individual, family or group therapy sessions in accordance with established treatment plan and provides crisis intervention if necessary.
7. Interacts with family of client to consult on therapy, prescribed care; follow through, and/or determine and resolve family impact on client disorders.
8. Works with individuals with disabilities and mental illness. Coordinates treatment and related services and may serve as the client's official representative and payee.
9. Provides clients with information concerning rights, options, benefits, services, goals and expectations.
10. Coordinates and occasionally supervises visits between parents and children to monitor behavior and report to appropriate professional/clinical staff; updates case files with notes and concerns/problems observed during the visit.
11. Coordinates and refers services of community resources, placement providers, collateral agencies, the court and/or other community partners with families and clients receiving services.
12. Attends staffing meetings to obtain progress reports, case specific instructions, mentoring, etc. Provides feedback to involved parties and makes recommendations that may influence the direction of the case.
13. Testifies in court or hearings regarding actions, findings, procedures, protocols, etc.
14. Prepares detailed court reports, case notes, risk assessments, social summaries, needs assessments, service plans, 90 day case reviews, correspondence, etc.
15. Works closely with PITU Health and Wellness Team to coordinate intradepartmental services and tracking of cases.
16. Coordinates and participates in various community based events, activities and groups.
17. Sits on various community coalitions as a representative of the Wellness Division for The Paiute Indian Tribe of Utah when appropriate.
18. Travels on a regular basis to Band and/or other areas as required of the position.
19. Supports co-workers.
20. Fulfills other duties as assigned.

### **GENERAL REQUIREMENTS**

Must have a valid driver's license and be insurable .

Must be able to pass a drug and alcohol screening.

Must be able to pass a background investigation.

The Tribe reserves the right to require an applicant to submit to and pass a physical examination prior to or contemporaneous with hiring. Refusal to submit to a physical examination may deem an applicant ineligible for the position.

### **QUALIFICATIONS**

BA/BS Degree in Social Work, Psychology, Sociology or related field required.

Social Service Worker (SSW) license or equivalent required before hire.

Preference given to candidates with 2 + years experience in a social service worker position.

*Necessary Knowledge, Skills and Abilities:*

Ability to maintain a high level of confidentiality.

Ability to effectively use word processing applications.

Familiarity with social work protocol, child protection and child/adult abuse/neglect state reporting laws.

Ability to assess clients' situations and provide crisis intervention according to best interest practices.

Knowledge of community resources and referral agencies.

Ability to use good judgment, initiative and resourcefulness in departing from traditional methods and adopting new methods or approaches.

Ability to effectively manage a case load of up to 20 and stay current on all documentation.

Knowledge of principles, theories and practices of case management.

Knowledge of principles, theories and practices of human growth and development.

Knowledge of human behavior and performance, mental processes, psychological research or assessment, methods, and the assessment and treatment of behavioral and affective disorders.

Ability to coordinate and link services to clients and assist with monitoring clients' progress Ability to use logic to analyze or identify underlying principles, reasons or facts associate with information or data and to draw accurate conclusions.

Ability to analyze and evaluate situations, reach sound conclusions and make appropriate recommendations.

Ability to provide instruction and training to others.

Knowledge of investigative and interviewing techniques and processes.

Knowledge of applicable laws, rules, regulations and/or policies and procedures.

Ability to identify signs and symptoms of maltreatment and neglect.

Ability to assess physical, mental, social or economic needs.

Ability to read, interpret and apply laws, rules, regulations, policies and/or procedures.

Ability to recognize when something is wrong or is likely to go wrong (does not involve solving the problem).

Ability to provide consultation and/or expert advice or testimony.

Knowledge of court/hearing rules, records, procedures and protocol. Ability to speak and write clearly, concisely and effectively.

Knowledge of agency and community resources and services.

Ability to provide objective and timely documentation in a professional manner.

Ability to effectively meet and communicate with the public.

Ability to coordinate the activities or tasks of people, groups and/or organizations.

Ability to read, understand and listen to information and ideas, both written and oral.

Ability to multi-task and establish priorities.

Ability to deal with people in a manner that shows sensitivity, tact and professionalism.

Ability to enter, transcribe, record, store or maintain information in either written or electronic form.

Ability to compose and produce reports, documents and related material.

Ability to maintain records and files with precision and accuracy.

Ability to follow written and/or oral instructions.

Ability to work independently as well as to accept direction on given assignments.

Ability to make independent judgments which have minor impacts on the department.

Ability to learn assigned tasks and adhere to prescribed department policies and procedures.

Ability to maintain organization in a changing environment.

Ability to work well under pressure.

Ability to deal courteously and tactfully with difficult or angry clients and work in a collaborative and cooperative way with co-workers and the Tribal community.

Ability to work with minimum supervision, while recognizing situations that require management attention.

Demonstrates respect for and awareness of Native American customs and traditions.

## **BENEFIT PACKAGE**

- **Loan repayment program available through IHS.**
- **No cost health, dental and life insurance for employee and dependents.**
- **Minimal \$250 per person, per calendar year health deductible.**

- **No cost (formulary) prescriptions for employee and half price (formulary) prescriptions for dependents.**
- **\$200 eyewear allowance per person, per calendar year.**
- **Immediately eligible for 14 ½ paid holidays per year.**
- **Immediately eligible for 8 hrs. of sick leave accrual each month.**
- **Annual leave (vacation pay) based on years of service.**
- **Salaried employees earn compensatory time (overtime) on all hours worked over 40.**
- **All accruals roll over year to year.**
- **Company match of 401k contributions.**
- **CEU allowance.**
- **Vehicles provided for travel and trainings.**
- **Paid licensing fees.**
- **Monthly cell phone reimbursement.**
- **Bi-weekly paycheck.**

**Submit application, resume and copies of: SSW or equivalent license, driver's license, highest level of education achieved and Certificate of Indian Blood (CIB) (if applicable) to:**

**Paiute Indian Tribe of Utah  
Attn: Kim Kelsey  
440 North Paiute Drive  
Cedar City, UT 84721  
or [kim.kelsey@ihs.gov](mailto:kim.kelsey@ihs.gov)**