



THE PAIUTE INDIAN TRIBE OF UTAH

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

POSITION TITLE: Social Service Worker

DEPARTMENT: Health

DIVISION: Behavioral Care

LOCATION: Cedar City, UT

SUPERVISOR: Family Services Manager

STATUS: Full-time, Exempt, Salary

PAY: \$35,000 DOE

OPENINGS: 2

OPEN: February 2, 2019

CLOSE: February 15, 2019

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 and refers for education and employment guidance. Collaborates with the tribal community to disseminate information on Tribal programs and community resources, and provides psychoeducation such as parenting, substance abuse, family relations, and coordinating family services activities.

REQUIRED QUALIFICATIONS

General Requirements:

- Must possess, maintain and provide proof of a valid Utah Driver's License.
- Must be insurable through the Tribe's vehicle insurance.
- Must pass a criminal and fingerprint background check according to P.L. 101-630 standards.
- Must pass a pre-employment alcohol/drug screening.

Education and Experience:

- BA/BS Degree in Social Work, Psychology, Sociology or related field required.
- Preference given to candidates with two or more years' experience in a social service worker position.

Licensing and Regulation:

- Social Service Worker (SSW) license or equivalent or must obtain license within the first year of employment.

ESSENTIAL JOB FUNCTIONS 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 service plan that includes related services to meet those needs. Monitors effectiveness of plan and makes changes and updates as needed, or at least every 90 days.
4. Screens and selects appropriate substitute care for clients in need of out-of-home services.
5. Assists as part of the Family Services team in recruiting, training, licensing, and ongoing support of foster families in the Indian Homes for Indian Children foster care program.
6. Monitors out-of-home services to ensure physical, mental, educational, and developmental needs are met.

7. Refers clients for individual, family or group therapy sessions in accordance with established case plan and provides crisis intervention if necessary.
8. Interacts with family of client to refer and consult on therapy, prescribed care; follow through, and/or determine and assist to resolve family impact from client disorders.
9. Works with individuals with disabilities and mental illness. Coordinates treatment and related services.
10. Provides clients with information concerning rights, options, benefits, services, goals and expectations.
11. 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.
12. Coordinates and refers services of community resources, placement providers, collateral agencies, the court and/or other community partners with families and clients receiving services.
13. Attends staffing meetings, via telephone or in person, 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.
14. Testifies in court or hearings regarding actions, findings, procedures, protocols, etc.
15. Prepares detailed court reports, case notes, risk assessments, social summaries, needs assessments, service plans, 90-day case reviews, correspondence, etc. Ensures that all case related activity is documented in a timely manner in accordance with department policy.
16. Works closely with PITU Health and Wellness Team to coordinate intradepartmental services and tracking of cases.
17. Coordinates and participates in various community-based events, activities, and groups as approved by direct supervisor.
18. Sits on various community coalitions as a representative of the Behavioral Care Division for The Paiute Indian Tribe of Utah when appropriate, and when it does not interfere with, or take place of, completing essential case management duties listed above.
19. Travels on a regular basis to Band and/or other areas as required of the position.
20. Supports co-workers as a member of the Family Services Team.
21. Works together with the Family Services team to recruit, train, license, and monitor foster families under the Indian Homes for Indian Children foster parent program.
22. Other duties as assigned to support the efficient operations of the Tribe.

Necessary Knowledge, Skills and Abilities:

- Demonstrates ability to maintain a high level of confidentiality.
- Demonstrates ability to effectively organize and manage multiple tasks.
- Demonstrates ability to produce neat, properly formatted typed copy.
- Demonstrates ability to handle office procedures efficiently.
- Demonstrates ability to deal with co-workers and clients in a friendly manner.

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 Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.

The Paiute Indian Tribe of Utah complies with the Drug-Free Workplace Policy of 1988, which includes pre-employment drug testing and random drug testing once employed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.