



# MESCALERO -Apache- SCHOOL

P.O. Box 230, 249 White Mountain  
Mescalero, New Mexico 88340  
Phone: (575)464-4431 Fax (575) 464-0053



*"Mescalero Chiefs"*

## 2021/2022 VACANCY

Posted 6/16/2021

## SOCIAL WORKER

**Primary Functions:** To coordinate and provide social services for students. The services will be provided in accordance with the mission, standards, policies and procedure of the Mescalero Apache School.

### **Responsibilities:**

- Develops and maintains the social service program, drafting supporting policies, procedures, and guidelines for the program.
- Develops and maintains a thorough knowledge of referral resources throughout the service area.
- Makes home visits to assess students.
- Communicates with administrators to report progress, needs, concerns and potential and actual problems.
- Maintains accurate and timely records.
- Works closely with members of the counseling team to develop plans based on assessments and accepted social work interventions.
- Develops working relationship with community resource groups to meet the needs of students.
- Acts as a resource person for other members of the counseling team, providing in-service education and consultation in understanding the social and emotional factors related to student health.
- Participates in planning and implementing quality improvement activities
- Maintain data and information regarding students in a confidential matter in accordance with Privacy Act, Confidentiality Act, the counseling profession's ethical requirements and other applicable standards and requirements
- Conduct duties in accordance with the School Board's policies and procedures, the job description and from time to time, directed by your immediate supervisor.
- Keeps current with technical advances at MAS.
- Have the ability to cooperate with staff, parents/guardians, administration and community.
- Be able to demonstrate effective communication skills.
- Have the ability to develop rapport with students.
- Be able to analyze and offer problem-solving techniques.
- Have patience.
- Be able to empathize and understand students' concerns.
- Have good oral and writing skills
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Perform other duties as may be assigned.

### **Minimum Qualifications:**

- Master's degree in social work
- Minimum of one (1) year previous social work experience.
- Possess a valid New Mexico driver's license.
- Recommended that the employee have training in self-defense tactics.
- Must be able to lift a minimum of 50 pounds.
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly selected.

- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.
- All positions require background investigation pursuant to P.L. 101-647 to determine suitability for employment and as condition of employment.

**Key Relationships:**

- Position reports to the Principal's
- Must establish relationships with other school counselors, social workers, parents and students.
- May on occasion, have to meet and interact with local Law Enforcement, Child Protection Teams and Social Service Agencies
- Interacts with all staff in attempts to meet student needs
- Interacts on a constant basis with students in grades K through Grade 12.

**TERMS OF EMPLOYMENT:**

- Ten Month Contract
- Salary shall be in accordance with the Salary Schedule, years' experience and education attainment.

**Working Conditions:**

- Work is accomplished within a school environment.
- May involve long hours of work on certain days (i.e., more than the eight-hour day, evenings, weekends)
- Work may become stressful at times, depending on situations that affect students' needs and workload
- Must be flexible in working with different needs of different students
- May be faced with situations where parents are involved and are not always agreeable or comfortable with what's being proposed regarding their child.
- Will be called upon to work with difficult or unruly students from time to time.
- May be called out to children's homes as needed in order to correct situations involving students.
- May be faced with situations where employee will be asked to meet with Tribal Court, Tribal Police, Tribal and/or County Social Services.

***Applications will be accepted until 3:30 p.m. on Wednesday, July 7, 2021.***

- *ALL positions require background checks and clearance from any criminal charges prior to employment.*
- *Note: any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.*
- *All positions require initial drug testing upon hire, then random monthly drug testing.*
- *Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.*

**Applications available at the MAS Administration or on our website: [maschiefs.org](http://maschiefs.org)**

**Applications can be returned by mail, fax to 575-464-0053 or email: [HR@mescalero.org](mailto:HR@mescalero.org)**