



MESCALERO APACHE TRIBE

Position Description

JOB ANNOUNCEMENT

Position Title:	Social Worker	
Department:	Social Services	
Employment Status:	Exempt	Grade: E4
Opening date: September 16, 2019		OPEN UNTIL FILL

Job Summary

Under general direction of the Social Services Program Manager, provides a variety of child protective, elderly, and family services. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks perform by this position and is not all-inclusive.

Essential Duties and Responsibilities

- Performs initial screening to determine appropriateness and eligibility of services; conducts intake and orients new clients.
- Responds to crisis calls; forwards all acquired information and notification to Social Services Program Manager for appropriate follow up.
- Determines the urgency and risk level of referrals involving abuse, neglect, or endangerment.
- Investigates reports alleging abuse or neglect in conjunction with law enforcement; conducts a comprehensive risk assessment to determine validity of reports.
- Determines appropriate action to ensure safety of individual(s); identifies and prioritizes needs; establishes treatment goals and/or service plans; creates and action plan to achieve goals, and provides resources to individuals.
- Provides preventive or restorative services; substitute and protective services; arranges client appointments; provides resources and refers client to other service providers as needed.
- Arranges for out-of-home placement, or temporary placement for children and/or adults; attends screening and pre-placement visits.
- Coordinates psychological, school, medical, behavioral, and other pertinent information to develop initial treatment/service plan.
- Supervises visits between children in Social Service Program care and parents; monitors/assesses progress and compliance with services.
- Observes and evaluates home conditions and assesses needs of families where children have been remove from home; prepares treatment/service agreements outlining conduct and involvement expected of parents for children's return; develops reunification plans if appropriate. Conducts regular home visits to assess client progress and adherence to treatment/service plans.
- Makes recommendations; prepares written case status summaries, documents client activities, and case narratives for case files of each child in out-of-home care;
- Prepares court reports to be submit to Tribal Court and works closely with general counsel in Federal Court.
- Testifies in court as needed to justify safety and risk to child/children in out-of-home placement.
- Develops and maintains comprehensive files on clients/caseload.
- Maintains professional knowledge by conducting research, attending relevant workshops and conferences. Establishes network with like programs.
- Attends client case staffing.
- Works on a rotational 24-hour-on-call schedule.

- Performs other duties as required.

Minimum Qualifications

- Bachelor's Degree in social work, psychology, or studies in social behaviors required.
- Two years of experience in the field of social service which included working with abused or neglected children required.
- Licensed Bachelor of Social Work (LBSW) required.
- Licensed Master of Social Work (LMSW), preferred.
- First Aid and CPR certified.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of applicable laws, regulations, and requirements.
 - Knowledge of the effects and consequences of abuse and neglect.
 - Knowledge of case management and crisis intervention.
1. Knowledge of records management procedures.
 2. Ability to communicate both verbally, and in writing effectively.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
 - Ability to work effectively with individuals and demonstrate leadership and team-building skills.
 - Ability to work within a highly complex and structured environment while maintaining a creative and flexible problem-solving approach with clients.
 - Ability to maintain confidentiality and to demonstrate moral character.
 - Ability to handle multiple tasks and meet deadlines.
 - Ability to work extended hours, various work schedules: and on a rotational 24-hour on-call schedule.
 - Ability to make solid decisions and exercise independent judgement; make effective decisions in emergencies.
 - Ability to analyze situations and adopt appropriate courses of action; define problems, collect data, establish facts, and draw valid conclusions.
 - Ability to prepare accurate and legible reports; present detailed, accurate, and objective oral presentations.
 - Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with children and families involved in abuse and neglect situations
 - Skill in conducting interviews with empathy and enthusiasm.
 - Ability to advocate for clients in obtaining services from other private and government agencies.
 - Ability to provide family and individual counseling services.

Physical Demands

The services are provide on or near the reservation, therefore driving is required. The minimum will usually be two days per week involving about three hours driving time. Some night work and night time driving may be required do to the attendance of meeting related to the responsibilities and it will vary from one to two per year to once a month. The work is sedentary and no heavy lifting is required.

Work Environment

A major portion of the work is done in the community of Mescalero. The worker will carry out the work in homes of clients, their place of employment, in Tribal Offices, along with some work in his/her private office. Evening, weekend, and/or holiday work is required.