



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

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VACANCY ANNOUNCEMENT

MAY 7, 2013

#71-13

DEPARTMENT: DHSS- SOCIAL SERVICES
POSITION: CNC CASEWORKER
SALARY: \$13.50-\$18.00 PER HOUR
CLOSING DATE: **OPEN UNTIL FILLED**

INTRODUCTION:

This position is a Social Worker/Caseworker position performing duties as provider of social work and case management services of "Children in Need of Care" (as defined by the Tribal Code and the Code of Federal Regulations). The CNC Caseworker position is located in the Office of Social Services of the Department of Health and Social Services (DHSS). The CNC Caseworker maintains a caseload of approximately 30-35 cases. The CNC Caseworker may be assigned a general caseload or a specific caseload involving responsibility for Foster Care or ICWA cases. Each case represents a wide variety of needs and often involves the placements, familial placements, and institutional care placements. The CNC Caseworker works under the direct supervision of (and receives guidance and direction from) the Social Services Manager.

DUTIES AND RESPONSIBILITIES:

(The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

- Perform case management subsequent to the assessment of client needs, establish and implement case plans in accordance with the client's level of functioning;
- Establish and maintain time schedules;
- Monitor the progress of current/on-going cases;
- Conduct personal home and/or institutional visits;
- Plan, develop, and implement individual case plans which include: assessment/evaluation, prevention, intervention, referrals, and follow



through care components while implementing methods for services delivery consistent with the U.S. Bureau of Indian Affairs (BIA) guidelines, rules, and regulations as well as the standards, policies, and procedures established by the Colorado River Indian Tribes (CRIT) and the Department of Health and Social Services (DHSS);

- Ensure confidentiality of all client information and records in compliance with the Healthcare and Insurance Portability and Accountability Act (HIPAA);
- Coordinate placement plans for foster care children;
- Monitor individual and family progress;
- Coordinate parent/family/child contact and visitation;
- Provide other direct and indirect assistance (referrals, etc.) to children and families exercising independent judgment and decision making in support of family reunification mission;
- Provide consultation to facilities providing institutional care for neglected, dependent youth;
- Conduct home visits for the completion of assessments (Home Studies, etc.), the assessment of progress, and the provision of personal contact with children and families;
- Maintain copious and coherent individual client records, progress notes, and reports in accordance with BIA and Social Services standards;
- Prepare progress reports, summaries, Home Study reports, interim reports, termination reports, adoption reports, and other such reports as may be required by the Tribal Courts;
- Collaborate with outside service agencies and other Social Service staff members as required and during all case staffing meetings;
- Develop plans for the disbursement of funds from Individual Indian Monies (IIM) accounts for children;
- Participate in community forums for the purpose of providing education regarding Social Services topics;
- Participate in Social Services staff meeting, case staffing, and Intensive Case Intervention Team (ICIT) meetings on a regular basis;
- Conduct periodic quality assurance reviews of case-managed client records consistent with BIA standards;
- Participate in annual programmatic review conducted by DHSS, auditors, and the BIA;

- Be available for and participate in a rotating “on-call” schedule to provide afterhours crisis intervention and to complete time sensitive investigations related to alleged abuse and neglect;
- Complete investigations of complaints/reports of alleged abuse/neglect of children during on-call hours and in absence of the Child Welfare Investigator;
- Establish and maintain cooperative and collaborative relationships with other providers and/or service agencies, such as, intra-DHSS programs, CRIT departments/offices, the Office of the Attorney General , the IHS, institutional care providers/centers, foster care providers, schools, Regional Behavioral Health Authorities, etc. and other services providers/agencies;
- Maintain confidentiality in accordance with the Healthcare and Insurance Portability and Accountability Act (HIPAA);
- Perform all other duties and assignments as directed by the Social Services Manager.

Foster Care-The CNC Caseworker assigned to the Foster Care Caseload shall have a reduced client caseload in exchange for the coordination of the Foster Care Program under the direction of the Social Services Manger. The following specific duties relate to the Foster Care Caseload:

- Actively recruit in the community for Foster Care Homes/Parents;
- Facilitate the completion of the application packets for candidates;
- Conduct Foster Care and Kinship Home Studies/Assessments of potential foster parents/homes and relative/familial placements;
- Make recommendations for approval/disapproval of licensure of Tribal Foster Care Homes to the Social Services Manager;
- On an annual basis, review and renew all Tribal Foster Care Licenses;
- Facilitate and provide foster parent training;
- Oversee and coordinate the submission of requests for foster care payments;
- Provide foster home case management and conduct investigations regarding foster home compliance/complaints;
- Facilitate and participate in case planning for each child placed in foster care;
- Attend educational meetings on behalf of clients in foster care;

- Complete required Court reports and attend Court hearings pertaining to children in foster placements;
- Monitor foster homes via announced and unannounced home visits, telephonic interviews with foster parents, interviews with foster children, and home assessments.

ICWA (Indian Child Welfare Act) - The CNC Caseworker assigned to the ICWA Caseload shall have a reduced client caseload in exchange for the coordination of ICWA cases under the direction of the Social Services Manager. The following specific duties relate to the ICWA Caseload:

- Receive and respond to inquiries from state, tribal, and federal courts regarding ICWA or potential ICWA cases;
- Coordinate/collaborate with the CRIT Tribal Court, the Office of the Attorney General, the state, federal, or other tribal court involved, the foreign Office of Social Services or Child Protective Services currently serving the child/family regarding the determination of enrollment status of alleged CRIT Tribal Member children/families;
- Coordinate/collaborate with the CRIT Tribal Court, the Office of the Attorney General, the state, federal, or other tribal court involved, the foreign office of Social Services or Child Protective Services currently serving the child/family regarding the transfer of ICWA cases into CRIT Tribal Court/CRIT Tribal Court/CRIT jurisdiction as directed by the CRIT Tribal Court or the Office of the Attorney General.

EDUCATION AND EXPERIENCE REQUIREMENT:

Successful completion of studies for a Bachelor's Degree in Social Work, Sociology, Psychology, Human Services, Education, or a related field or a graduate degree in a related field from a regionally accredited college or university. A minimum of one (1) year of full time relevant experience in the field of social services or mental health case management. The incumbent must possess a valid driver license.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

The incumbent shall have a comprehensive knowledge of social services concepts, principles, and best practices. The incumbent shall have a working knowledge of federal, state, local, and Tribal Laws, codes, ordinances, rules, and regulations governing the operation of social services programs, with emphasis on Title 25 of the Code of Federal Regulations, US Bureau of Indian Affairs rules and regulations, the Indian Child Welfare Act, and the Health Insurance Portability and Accountability Act. The incumbent shall have a working knowledge of available community, state, regional, and federal resources and service and related agencies (e.g., AHCCCS, ALTCS, BHS, Medicare, Social Security). The incumbent shall possess a high degree of organizational skills, an ability to function independently, demonstrated oral and written communication skills, and applied computer skills (including, at a minimum, the ability to effectively use Microsoft Office Suite programs, Adobe Acrobat, and database/report generation programs). The incumbent shall have a familiarity with Native American culture and traditions, sensitivity to cultural differences, and an understanding of

the unique problems associated with Native American communities in rural areas. Employment is subject to a comprehensive background investigation (including fingerprinting) and a review of any and all criminal convictions in accordance with P.L. 101-630, the Indian Child Protection and Family Violence Prevention Act.

**APPLY:
COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.