



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Caseworker
- DEPARTMENT:** Administrative & Office Staff
- LOCATION:** Family Services Building – Tribal Complex
- REPORTS TO:** Indian Child Welfare Director

JOB SUMMARY:

Caseworker is responsible for the completion of activities associated with respective grant's objectives and deliverables. Provides administrative and clerical support and assists the respective programs in all activities and events. This position may work outside of the normal work week. This position is on-call 24-hours a day.

CORE DUTIES AND RESPONSIBILITIES:

1. Must be able to work flexible hours and willing to work after 5:00 PM and on weekends when necessary
2. Primarily responsible for the clients under the Wichita and Affiliated Tribes Indian Child Welfare (ICW) Program.
3. Assists the Director in carrying out the proposed goals and objectives of the program and maintains data to be used in monthly, quarterly and annual reports.
4. Responsible for the composition of general correspondence, responses to various types of inquiries and memoranda, court reports and other various documents as requested to be signed by Director and maintaining a copy of all outgoing correspondence for filing.
5. Confirm eligibility for enrollment of children who have been referred or who may be receive services through the programs and prepare a timely response when eligibility verification is received; create and/or maintain Referral File.

6. Create and maintain client case files in central location after applicant has been approved for services; document all client activity by date, time, person contacted, and other pertinent information on narrative form.
7. Perform comprehensive case management by identifying the issues, needs, and factors pertinent to each child welfare case; referring clients to outside services and performing active efforts for reunification. Conduct family assessments, homestudies and monthly home visits.
8. Assists in finding placement for child(ren) in State and/or Tribal custody by: gathering information and preparing a list of extended family members, contacting available foster homes or other residential facilities.
9. Appear at scheduled hearings involving children alleged to have been abused or neglected, provides advocacy, and keep biological/foster parents informed of upcoming court dates.
10. Prepare case plans, service agreements, referrals to other agencies for needed client services, monitor case and prepare progress reports and/or obtain progress reports from other resource agencies.
11. Transport family members for various reasons (appointments, purchases, etc.) when needed and children in Tribal custody to new placements; may also have to transport children to various appointments when foster parents are not available.
12. Coordinate with and/or offer assistance to DHS Workers and Tribal parents when a child abuse and neglect referral of a Tribal child has occurred under State Jurisdiction.
13. Consult with Director, appropriate CFR staff (for legal guidance in regards to intervention and transfer of Tribal Child Welfare matters occurring under State Jurisdiction) and BIA Child Protection workers for any matters related to child welfare as needed.
14. Assist the Director in recruiting individuals to become foster parents, providing and/or coordinating training to foster parents, and referring those interested in becoming a Therapeutic Foster Parent to appropriate resource for training.
15. Will be the liaison for compliance with the Tribal/State Agreement for Foster Care Reimbursements; will be responsible for processing required paperwork to appropriate agency for starting foster parent reimbursements, terminating foster parent reimbursements, and any other tasks relative to foster parent reimbursements.
16. Maintains a schedule of appointments for court dates, counseling, visitations, etc.
17. Assist callers with answers to routine questions regarding programs, refer more complex calls to Director for appropriate response and maintains a log of all incoming/outgoing calls on a daily basis.
18. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Possess a Bachelor's Degree in Sociology, Psychology or related field from an accredited College or University. Education, training, and work experience in child welfare casework, child abuse and neglect indicators may substitute for college degree, in part.
2. Must have at least three (3) years of experience in an Indian Child Welfare, Social Services, or equivalent program.
3. Have the ability to interpret and follow program guidelines relating to Indian Child Welfare, Promoting Safe and Stable Families, Child Welfare Services, Foster Care, and related programs.
4. Knowledgeable of court procedures, legal terminology, case management, and have some knowledge of Federal, State, and Tribal laws pertaining to child welfare and litigation proceedings.
5. Must have ability to establish close liaison with collateral contacts, court personnel, service providers and persons involved in various aspects of child abuse and neglect, including such factors as sexual abuse, assault, substance abuse, and domestic abuse.
6. Must have communication skills, both oral and written, to interact with staff, clients, officials, funding agencies, and other individuals regarding grant/contract, program, and client matters.
7. Be computer literate and able to operate software for letter processing and spreadsheets.
8. Proven ability to work well with Indian families and children, and must have positive human interaction skills.
9. Must have the ability to organize and maintain clear and concise records.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a drug screening. Must pass a criminal background investigation in accordance with P.L. 101-630, Section 408 (a) & (b) - cannot have any convictions related to drugs, felonies, or crimes against a child. Must sign a Confidentiality Agreement

and abide by confidentiality as required by Law regarding client matters. Indian Preference applies. This position may work outside of the normal work week. Must be able to be on-call 24 hours a day.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

CHIEF OPERATIONS OFFICER

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.