

JOB DESCRIPTION FAMILY CASEWORKER I, II

INFORMATION

Job Class: Caseworker
Department: Tribal Family Youth Services
Location of Work: Juneau
Salary Grade(s): 8
Hours of Work: M-F 8-4:30
Employment Category: Regular Full-Time

Class Status: Active
Type of Position: Non-Exempt
Covered Position: Yes
Prepared by: Maria Jones
Approved by:
Effective Date:

PURPOSE

The incumbent, assigned to a specific geographic area, works for CCTHITA Tribal Family and Youth Services Department. Provides case management to tribal members and their families, and makes appropriate referrals to community resources to meet the needs of clients.

REPORTING RELATIONSHIPS

Reports To: Depends on funding source
Supervises: N/A
Liaison To: Employment and Training and other Social Services Agencies

ESSENTIAL FUNCTIONS

- Provide para-professional case management.
- Recruit prospective foster and adoptive parents.
- Conduct foster care licensing studies.
- Conduct adoption home studies.
- Reviews notifications and petitions involving dependent Indian children and take appropriate Indian Child Welfare Act (ICWA) action including participation in judicial determinations.
- Responsible for interdepartmental and interagency coordination (i.e. State Social Services Agencies, school district personnel and other tribal organizations) on foster care, adoption and ICWA related child and family matters.
- Explain the CCTHITA foster care, adoption and ICWA programs to individuals, agencies and the community.
- Provides regular activity reports to supervisor as requested; may serve on special work related committees.
- Maintains confidential case records, complies statistical information, and meets all reporting requirements.
- Distributes, receives, and reviews financial assistance applications to ensure they are complete and attachments are present. Will forward completed applications to appropriate personnel for determinations.
- Performs other duties as assigned.

DECISION MAKING AUTHORITY

Spending Authority: N/A

Other Authority: N/A

NECESSARY SKILLS AND KNOWLEDGE

- Knowledge of Federal Indian Child Welfare Act (Public Law 95-608) and its significance, history and implementation.
- Knowledge of all applicable state and federal laws and regulations.
- Ability to abide by the basic regulations, operating policies and procedures regarding TFYS programs.
- Knowledge of community needs problems and resources, sensitivity to diverse cultures and community standards.
- Ability to collaborate, coordinate, implement, and advocate for youth, adults and families.
- Communication skills, both verbal and written, ability to develop and present clear reports and meet deadlines.
- Knowledge of child protective services, social work practices, case planning and case management.
- Ability to establish and maintain positive working relationships as necessitated by work assignments.
- Must protect and maintain confidentiality of clients.

MINIMUM QUALIFICATIONS (education, experience, skills)

Family Caseworker I

- Bachelor's degree in Social Work (BSW) or closely related field.
- Valid Alaska Drivers License.

Substitution

- 2 years experience as a Family Services Worker I or equivalent may be substituted for the Bachelors degree.

Family Caseworker II

- See Caseworker I and
- One year experience as a family caseworker I or equivalent.

Substitution

- Graduate study in social work or a closely related field may be substituted for family caseworker I experience on a year for year basis. (9 graduate credits is equal to 6 months experience)

PREFERRED QUALIFICATIONS (education, experience, skills)

UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS

The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing less than 40 lbs. Travel on small aircraft or ferry to program sites may be required

CONDITIONS OF HIRE:

- All employment at CCTHITA is “at will”. This means that the employee or CCTHITA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position
- CCTHITA is a no tolerance workplace. All regular employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- Must pass a criminal background check for the safety of our clients. All employment offers in this “covered” classification are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work in these programs.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

Employee Signature

Date

Supervisor Signature

Date