



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

<b>OPENS:</b>	<b>NOVEMBER 8, 2016</b>	<b>CLOSES:</b>	<b>NOVEMBER 30, 2016</b>
<b>JOB TITLE:</b>	<b>CPS INVESTIGATOR</b>	<b>DEPARTMENT:</b>	<b>CHILDREN'S SERVICES</b>
<b>SALARY:</b>	<b>BASED ON SALARY MATRIX + BENEFITS</b>		
<b>REPORTS TO:</b>	<b>ASSISTANT DIRECTOR</b>	<b>HOURS:</b>	<b>40 HRS/WK – FULL TIME</b>

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### POSITION SUMMARY:

Responsible for conducting initial and ongoing investigations of cases involving allegations of abuse and neglect of Indian Children within the Puyallup Tribal Jurisdiction as mandated by the Children and Family Protection Code of the Puyallup Tribe of Indians.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs thorough investigations from reports of child abuse and/or neglect inclusive of volatile community, home and school environment in conjunction with Law Enforcement. Provides consultation and training to caseworkers.
2. Assesses risk and safety of children in familial homes and other placements. To include completion of safety assessments, which may result in an out-of-home placement, safety contract, or filing a dependency petition. Establishes CPS contracts when appropriate. Monitors the progress of parents involved and makes referrals to service providers as identified in contract.
3. Facilitates out of home placement when necessary in collaboration with law enforcement and or the court. Determines placement resources and alternatives for children.
4. Takes reports of child abuse/neglect allegations and conducts a thorough investigation and makes a determination regarding the nature of the allegations. Promptly follows up with supervisor and initiates appropriate actions if requested.
5. Initiates court actions through appropriate petitions and motions in conjunction with Tribal presenting officers.
6. Testifies and presents CPS evidence and case plan needs in tribal hearings.
7. Completes comprehensive reports to court.
8. May be required to promptly respond to after-hours CPS situations.
9. Participates in staff training.
10. Will make appropriate collateral contacts when conducting investigations in reported cases of child abuse/neglect.
11. Maintains complete case records of the CPS investigation; includes but not limited to court documents, collateral contacts, face to face interviews, medical records, police reports, all CPS history available and any financial records collected.
12. Maintains and ensures highest level of confidentiality regarding client issues.
13. Must be willing to travel and transport clients.

14. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS AND REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

Bachelor's degree (B.A. in a related field or a B.S.W.) from a four-year college or university and two years experience in CPS investigations required. Casework services also preferred. Experience interviewing children and families is required. Intermediate word processing skills (Microsoft Word) is required. Knowledge and experience using spreadsheet applications (Microsoft Excel) is preferred.

*Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).*

#### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **Licenses Or Certificates**

Must have and maintain a valid and unrestricted Washington State drivers license and proof of insurance. Must have and maintain a current First Aid and CPR certification and HIV/AIDS training certificate. Must pass Washington State DSHS criminal history and CPS background inquiry every two years unless otherwise indicated. Willing to attend training for professional development.

#### **Other Skills And Abilities**

Must pass tuberculosis test.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear; use hands to finger, handle or feel and taste or smell.
- The employee is frequently required to climb or balance.
- The employee is occasionally required to sit and stoop, kneel, crouch or crawl.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting with regular local travel.
- There are frequent employee contacts and interruptions during the day.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.
- Requires occasional travel using employee's personal transportation.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

### ***INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW***

#### **HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*