



PUYALLUP TRIBE OF INDIANS



JOB DESCRIPTION

OPENS: FEBRUARY 15, 2017

CLOSES: MARCH 29, 2017

JOB TITLE: ADULT PROTECTIVE SERVICES INVESTIGATOR/SOCIAL WORKER

DEPARTMENT: ADULT PROTECTIVE SERVICES

REPORTS TO: Adult Protective Services Director

SALARY: BASED ON SALARY MATRIX + BENEFITS

HOURS: 40 HRS/WK – FULL TIME

POSITION SUMMARY:

Working under the direction of the Adult Protective Services Director, this position provides services to the over 18 Vulnerable Adult population.

This position assumes all responsibilities as defined in the Vulnerable Tribal Adult Protection Code Chapter 7.28.

This position conducts objective, timely and thorough investigations; assists Vulnerable Adults to access appropriate services as provided by rules and regulations, policy guidelines and client consent; conducts networking, and coordinates with others to serve Vulnerable Adults, including educating Vulnerable Adults, family members, and the community about abuse, neglect, self-neglect, abandonment, exploitation and protective services as a resource.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts face-to-face interviews with clients in their residence (in-home, hospital, nursing home, residential facility, etc), investigating allegations of abuse, neglect, self-neglect, abandonment, and/or exploitation. This position offers, authorizes, arranges for and provides protective services to Vulnerable Adults
2. Assess vulnerable adult's cognition, physical, mental and functional abilities.
3. File petitions as necessary for the appointment of a conservator or the appointment of a temporary conservator.
4. Collects and evaluates information from Tribal agencies, departments, and programs including reports, files, medical records, welfare check reports and other relevant information, in order to make decisions related to investigations, services and outcomes. Makes appropriate recommendations to Director for approval.
5. Develops and implements protection plans for the client's adult protective service needs.
6. Ensures orders are complied with by client and client's families and/or caregivers.
7. Communicates with vulnerable adults regarding functional, social, financial, and medical needs.
8. Testifies and presents APS investigation evidence and case plan needs at administrative hearings, court proceedings, criminal, civil and administrative proceedings as requested.

9. Consults and collaborates with Director regarding cases/investigations.
10. Responds to client and citizen complaints/inquiries.
11. Provides client advocacy, as well as consultation, networking, family support and crisis intervention.
12. Make referrals to other community resources and internal and external programs, agencies and departments, such as Elder & Vulnerable Adult Services, Law Enforcement, and the Washington State Complaint Resolution Unit (CRU), etc.
13. Coordinates services for the vulnerable adult in protection orders and protection plans.
14. Provides annual training sessions regarding vulnerable Tribal adult abuse reporting, available assistance, and available resources to community.
15. Acquires a complete working understanding of Tribal Vulnerable Adult Protection Code and is highly capable of administering and implementing the code with other Tribal entities when necessary.
16. Maintains complete confidential case records of the APS investigation and case records; including but not limited to court documents, collateral contacts, face to face interviews, medical records, police reports, all APS history available and any financial records collected.
17. Completes comprehensive court reports for Director's review.
18. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no direct supervisory duties.

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 (BA) from an accredited college or university in health sciences or social work required. Must have a minimum of two years previous experience working with an Elder or Vulnerable Adult population coordinating social services, including some experience in addressing abuse in the Elders and/or Vulnerable Adult population. Intermediate to advanced computer skills in word processing, spreadsheets, and databases required. Must have an understanding of the best practices of performing investigation, assessments for vulnerable adults and intervention methods.

Language Skills

Ability to read and interpret technical procedures and instructions, write routine reports and procedural instructions, and assist with grant applications. Ability to effectively communicate and present information to Elders, families, caregivers and those working with the Tribe.

Mathematical Skills

Ability to calculate figures and amounts such as percentages, volume, proportions, etc.

Reasoning Ability

Ability to understand instructions and interpret appropriateness, solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities

- Ability and knowledge to work closely with Tribal Elders and Vulnerable Adults and their families.
- Must submit and be able to pass a criminal background check prior to employment and periodically after employment.
- Must have and maintain a valid Washington State driver's license and be insurable, and must sign a release of information to obtain a Washington State Driving Abstract. Driver's License must not contain any restrictions that would otherwise prevent a Tribal employee from complying with the Tribe's Vehicle Use Policy.
- Must have or be able to obtain CPR/First Aid certification within the first 90 days of employment.
- Must demonstrate sensitivity to working in a culturally diverse environment.
- Must provide several references that validate the applicant's good character and trustworthiness to work with Elders and Vulnerable Adults.
- Maintains and ensures highest level of confidentiality regarding client issues.

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 personal computer, multi-line telephone, calculator, facsimile and photocopier and other office equipment.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move 10 to 50 pounds.

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 usually moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- There are frequent employee contacts and interruptions during the day.
- Travel and transport Vulnerable Adults throughout the service area.

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

The undersigned has reviewed this job description and understands and acknowledges that this job description is a complete description of the duties and responsibilities of the position, and further acknowledges that they are able to perform the essential functions and physical demands as required by the position.

ACKNOWLEDGED:

_____ Date _____
Employee