



# PUYALLUP TRIBE OF INDIANS

## JOB ANNOUNCEMENT



**OPENS: MAY 10, 2017**

**CLOSES: JUNE 21, 2017**

**JOB TITLE: FAMILY PRESERVATION SERVICES  
COORDINATOR**

**DEPARTMENT: CHILDREN'S SERVICES**

**SALARY: BASED ON SALARY MATRIX + BENEFITS**

**REPORTS TO: ASSISTANT DIRECTOR- CHILDREN'S SERVICES HOURS: 40 HRS/WK – FULLTIME**

*(THIS POSITION IS GRANT-FUNDED)*

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### **POSITION SUMMARY:**

This position will provide professional hands-on assistance and education in a variety of areas relating to family functioning. These areas may include parenting, communication skills, home environment, personal hygiene, nutrition and meal planning, employment, budgeting and school issues/attendance and recreation. Some assistance with transportation may be necessary. Services may be provided within the context of a home-based family preservation program which utilizes a strengths-based solution-focused model.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist with the development of an Initial Assessment and Plan of Service which outlines the family background strengths, concerns and recommendations.
2. Using strength based perspective and solution-based theory assesses the client and the family's needs in order to provide appropriate and intensive, hands-on assistance and education in the client's home (Several times a week) in an effort to successfully complete their goals.
3. Provide transportation as necessary.
4. Provide therapeutic intervention and assessment to families in crisis as needed. Available 24 hours/day, 7 days a week.
5. Participate in case conferences, school conferences and court appearances with the family as requested.
6. Provide family advocacy as needed.
7. Participates in ongoing assessment and evaluation of the family's goals by applying appropriate therapeutic models to resolve conflict and family dynamic issues.
8. Provides professional in-home parenting skills training and youth mentoring services to families at risk. Selects appropriate intervention strategies based on knowledge of assessing client needs, strengths and limitations.
9. Provide necessary client information to referring PTCS caseworkers and the family (contact logs, reports, case updates).

10. Establish and maintain appropriate professional files which provide all necessary documentation regarding the family.
11. Maintain weekly update with Supervisor regarding all cases.
12. Participate in monthly staff meetings, in-house training sessions, and weekly face-to-face supervision with supervisor.
13. Complete quarterly reports for grants, as well as quarterly progress reports for management and caseworkers.
14. Develops an aftercare and follow-up plan, in collaboration with the family.
15. Maintains an ongoing awareness of current and future community issues/resources and needs.
16. Provides parent education and training including behavior management techniques, child development, life skills and problem solving skills. Using a cognitive-behavioral approach, assists parents in providing a structured, predictable environment where there is consistency between what is stated and modeled.
17. Service to be provided in the context of the family's values, beliefs and culture.
18. Provides some assistance to the FVS (Family Voluntary Services).
19. 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**

##### *Minimum Qualifications:*

Bachelor's degree in Social Work, Psychology, Sociology, or a directly related area and three years related experience working with children and families in a native community. Intermediate computer skills in word processing and spreadsheets is required (Word, Excel).

##### *Additional Requirements:*

- Activities are governed through a professional code of ethics and rules of confidentiality. A thorough knowledge in the areas of family functioning as mentioned in the Description of Position is required with emphasis in home-based service delivery.
- A thorough knowledge of therapeutic intervention and assessments methods is required.
- Effective skills must be demonstrated in dealing with families involved in abuse/neglect situations as well as those involved in juvenile delinquency issues.
- A thorough knowledge of community resources, to include Washington State Department of Children and Family Services, Puyallup Tribe of Indians, and other local and county resources is necessary.
- Knowledge of Native American Family Dynamics, as well as familiarity with the varying social and cultural aspects of tribal families is required.
- On-going education and training will be required.
- Worker must be culturally competent.

## **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 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.

## **Licenses Or Certificates**

- Training of Independent Living Skills Certification preferred.
- Current First Aid and CPR certification and HIV/AIDS training certificate.
- Must have and maintain a valid and unrestricted Washington State driver's license and proof of insurance.

## **Other Skills and Abilities**

- Must pass Washington State Department of Social and Health Services criminal history and CPS background inquiry every two years unless otherwise indicated.
- Must be willing to attend training for professional development.

## **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 talk or hear.
- The employee is frequently required to sit.
- The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; reach with hands and use hands to finger, handle and feel.
- The employee must frequently lift and/or move up to 10 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 low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting with some occasional outside 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 local 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](mailto: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)*