



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: MARCH 6, 2018

CLOSES: APRIL 2, 2018

JOB TITLE: CLINICAL SERVICES SPECIALIST

DEPARTMENT: CHILDREN'S SERVICES

REPORTS TO: EXECUTIVE DIRECTOR- CHILDREN'S SERVICES

SALARY: DOQ + BENEFITS

POSITION SUMMARY:

Provides supervision of case work services to children (and their care givers) found to be in need of care through the Puyallup Tribal Court as a result of child abuse or neglect. Assists with therapeutic case planning that results in improved overall handling of child abuse and neglect cases. Provides leadership and models solution-based services that promote crime victim recovery and harm reduction. Provides direct mental health and social services. Engages community resources, including mentorship, to promote healing of children harmed by crime. Provides direct therapeutic support and referral services to ensure that child abuse victims, particularly sexual assault victims, receive trauma-informed mental health and social service care to support them from the initial investigation through court processes to healing and recovery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. In conjunction with PTCS investigators, caseworkers and Executive Director, develops client/family case plans. Consults with caseworkers in the following areas: Child Victim Indian Child Welfare, Therapeutic Interventions, Family dynamics, Cultural Diversity, Conflict Resolution and other topics as appropriate.
2. Proactively works with CPS investigators to provide solution based consultation and training to investigators and caseworkers through an MDT process.
3. Consults directly with local Child Advocacy Center(s) regarding child abuse and child sexual assault prosecutions
4. Conducts or participates in ongoing assessment and evaluation of child and care giver needs and strengths.
5. Implements or coordinates therapeutic interventions based on knowledge of assessment outcomes, including Cognitive – Behavioral approaches.
6. Applies appropriate therapeutic models to promote healing and recovery.
7. Provide child and care giver advocacy through developing and implementing a parent mentorship / partnership model suitable for Native American care givers.
8. Maintains ongoing support for current and future community issues/resources and needs.
9. Provides services and consultation in the context of the child and care giver's values, beliefs and culture.

10. Coordinates the MDT meetings between caseworkers and team members and integrates service provision with the parent mentorship / partnership program.
11. Participates in monthly staff meetings, monthly peer case staffing, in-house training sessions, and weekly face-to-face supervision with case workers.
12. Facilitates positive working relationship between departmental staff, other Tribal programs, and local agencies as deemed appropriate by department director.
13. Accepts clinical/non-clinical supervision from departmental director, as appropriate.
14. Ensures that client case records are in compliance with state Licensed Child Placement Agency requirements, Puyallup Tribal requirements and U.S. Federal record keeping requirements.
15. May assist with completing quarterly reports for grants, as well as quarterly progress reports for management and reviewing court reports.
16. Maintains and ensures extreme confidentiality regarding client issues.
17. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility includes weekly and emergent consultation with case work staff.

Carries out supervisory responsibilities in accordance with the Puyallup Tribe of Indians personnel policies and procedures, and all applicable laws.

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

MSW or Master's degree (M.A.) in related field, from an accredited four-year college or university, is required; and two years experience in a casework position in a tribal environment working with children and families where abuse and violence are identified is required; or equivalent combination of education and experience. One year of supervisory experience preferred. Intermediate computer skills in Word, Access and Excel are required. Strong written and verbal skills are required.

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 add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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

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..

Must have and maintain a valid and unrestricted Driver's License and proof of auto insurance required. Driver's License must not contain any restrictions that would otherwise prevent an employee from operating a GSA vehicle and complying with the Tribe's Vehicle Use Policy.

Willing to attend training for professional development.

Other Skills And Abilities

Knowledge of legal requirements of Puyallup Tribal Court- Children's Code, and U.S. Federal Indian Child Welfare Act of 1978.

Knowledge of Native American family dynamics.

Must pass tuberculosis test.

Must demonstrate knowledge of state Licensed Child Placement Agency requirements, and U.S. Federal record keeping requirements.

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 sit; use hands to finger, handle, or feel; and talk or hear
- The employee is frequently required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee is occasionally required to stand; walk; taste or smell and reach with hands and arms.

- The employee must frequently lift and/or move up to 10 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.
- There are frequent employee contacts and interruptions during the day.
- May need to be available after regular business hours for emergency situations.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.

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*