



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: NOVEMBER 9, 2018

CLOSES: NOVEMBER 28, 2018

JOB TITLE: FAMILY VOLUNTARY SERVICES
CASE MANAGER

DEPARTMENT: CHILDREN'S SERVICES

REPORTS TO: EXECUTIVE DIRECTOR- CHILDREN'S SERVICES

POSITION SUMMARY:

To develop, implement and evaluate case plans to enrolled Puyallup Tribal children who are found to be children in need of care through the Puyallup Tribal Court. Facilitates family reunification or other permanent placement planning as deemed necessary by the Tribal Court. Initiates life-changing decisions based solely on the best interest of the children.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Initiates, facilitates and assists in obtaining referrals to outside agencies and professional providers in establishing services necessary to achieve case planning goals.
2. Performs case consultation and collaboration with CPS Investigator, professional therapists, medical personnel, school officials, legal professionals, and other community agencies for optimal outcomes of case plans.
3. Develops appropriate case plans, attends staffing and team meetings to determine needs of clients toward completing their case plans.
4. The FVS case manager works with families to mitigate identified risk on a voluntary basis prior to the removal of the child(ren) from the home via court structure.
5. Supports and encourages the children, parents, and extended family members to participate in achieving documented case plan.
6. The FVS case manager is tasked with protection of children from child abuse/neglect with ongoing continuous risk assessments while keeping children in their own homes.
7. The FVS case manager engages the family and builds on the willingness of the family to engage in services provided by the Puyallup Tribe or allied agencies.
8. The FVS case manager will initiate court structures to remove children if risk cannot be mitigated to keep the child safe, or if additional factors arise.
9. Prepares detailed, comprehensive and accurate reports to court, develops case summaries, and attends predetermined and emergency court proceedings. Stays informed of all court proceedings

10. Maintains complete case records of case progress including court documents, school and health records, and correspondence. Also responsible for administration of financial support records, service agreements, service episode information, tribal affiliation and enrollment.
11. Actively participates in departmental staff meetings.
12. Prepares case summaries to staff with team case reviews, casework supervisor and the Local Indian Child Welfare Advisory Committee when needed and applicable.
13. Conducts home visits/inspections with clients to ensure the needs of the family are being met and they are benefitting from services provided by the FVS.
14. Initiates and maintains appropriate documentation for financial, medical and educational services for children and families.
15. Manages crisis situations as they arise.
16. Maintains and ensures extreme level of confidentiality regarding client issues.
17. Ability to prioritize workload based on client emergency situations.
18. Responsibility for transporting clients to and from appointments.
19. Ability to adapt and be flexible to constant changes in Tribal and State Children's Services systems.
20. Determine suitable and safe living conditions for children and their families.
21. 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 requirement of a Bachelor's degree (B. A.) from four-year college or university in Social Services Field; and at least two years related experience in case management and/or training working with Native American children and their families; or equivalent combination of additional education and less experience. Internship hours completed in a social work setting may count as experience.

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 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

Must possess independent decision making skills, have or be willing to learn de-escalation and crisis intervention techniques. 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 Department of Social and Health Services criminal history and CPS background inquiry every two years unless otherwise indicated.

Must have and maintain a valid and unrestricted Washington State driver's license and proof of insurance. The driver's license must not contain any restrictions that would otherwise prevent the employee from driving a GSA vehicle.

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. Sensitive to and familiar with the social/cultural needs of Tribal children and their families.

Must pass tuberculosis test.

Knowledge of DCFS systems and procedures.

Willing to travel with little or no notice.

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 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 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-nsn.gov

*Note: Applications & copies of job announcements available at Rm. # 117
or online at www.puyallup-tribe.com*