

Iowa Tribe of Oklahoma
Vacancy Announcement

Position: ICW Caseworker Specialist
Position Number: 5606
Department: Social Services
Location: Complex
Issuing Date: February 8, 2012
Closing Date: Until Filled



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Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

SUMMARY: The Indian Child Welfare caseworker position is established to provide Indian child welfare and family support services to eligible children and their families. The position will meet the need for service referrals for individuals and households. Advocacy and follow up services on child welfare services, certifying, developing and recruiting families to provide out of home placements for Indian children. The position is under the direct supervision of the social worker. Incumbent shall discuss all plans of action with the supervisor prior to taking actions that pertain to out of home placements, foster care, adoption and child welfare services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Attends and works with both tribal and state courts on court involved cases in child welfare cases and to monitor or intervene in cases.
- Works in identifying alternative out of home placements for children under both Tribal custody and receiving and assisting state referred referrals for placements.
- Search and identify Indian foster care homes and Indian adoptive parents through active efforts in the community and statewide recruitment.
- Maintains recordkeeping on open foster/adoptive homes and monitors recruitment referrals and records.
- Casework with emphasis on collecting and compiling factual data on individuals, families, and groups to determine services and address identified problems and needs.
- Provides and monitors service referrals and cases outcomes through follow-up contacts with individuals, families and service providers in all areas of services as to treatment, prevention and advocacy.
- prepares and maintain all requisite services and program records and reports.

DUTIES:

- Provides recruitment and retention services for foster/adoptive homes
- Provides home assessments and studies, home visits and to monitor home conditions to ensure physical security of children and to protect children from harmful environment.
- Interacts with state and local counties on recruitment and services and providing services to foster parents that request assistance, or to assist in providing transportation.

- Assist and attend meetings and trainings on foster care, adoption and related subjects and activities to gain skills to increase and enhance foster care/adoptive services.
- Maintains and develops casework skills through active participation in meetings, workshops and seminars related to position responsibilities.
- Serves as advocate for Indian children and Indian family unit in representing and articulating needs and in providing liaison between Indian clientele and social service providers and agencies, especially in foster care placements.

EDUCATION: AA Degree or Bachelors Degree in social work or comparable equivalent work and training experience.

KNOWLEDGE AND SKILLS:

General knowledge of Indian Child Welfare program and the Tribal, Federal, and State laws that govern the Indian Child Welfare program. Knowledgeable about working within Tribal government structures. Knowledgeable of the Tribal customs and the structure of the Indian families. Thorough skills in effectively working with people, in evaluation and choosing appropriate course of action; and in communicating effectively both orally and in writing. Must be able to work flexible hours and work hours other than normal hours including weekends and holidays. Must pass extensive background check. Iowa Tribal Member preference/Native American preference.

QUALIFICATIONS 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.

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.

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.

CONDITIONS OF EMPLOYMENT

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test and maintain a valid driver's license. Additionally, selected individual must be bondable and able to pass background check.