

**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA**

Job Description

Job Title: Elder Social Worker
Department: Social Services/Tribal Programs
Reports To: Social Services Director/ Tribal Programs Director
FLSA Status: Full Time/Exempt
Prepared By: Social Services Director
Prepared Date: 08/10/22
Approved By: Chief Executive Officer
Approved Date: 08/23/22

Summary:

The Elder Social Worker will be responsible for providing comprehensive elder and vulnerable adult casework and case management services, crisis intervention culturally relevant prevention services and represent the Tribe in court for assigned cases under the general supervision for the Social Services Director and Tribal Programs Director. This position will serve as Social Worker for the Trinidad Rancheria.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Conduct case studies, risk and safety assessments, bio-psychosocial assessments and strengths and needs assessments to determine social services needs of clients.

Develop and implement elder and vulnerable adult social worker policies and procedures.

Prepare and maintain accurate case records and documentation.

Provide Directors with necessary reports as needed.

Coordinate and implement elder program activities.

With guidance from the Social Services Director determine client needs and develop and implement a culturally relevant service plan that will reduce risk and increase protective factors for elders that is consistent with the overall mission of the Trinidad Rancheria.

Assist elders and vulnerable adults in applying for government assistance.

Assist clients with the utilization of community resources; interpret rules, regulations and policies for the clients pertaining to resources being sought.

Provide transportation to appointments, grocery shopping, and necessary transportation to meet daily functioning needs.

Act as liaison for elders and vulnerable adults of Trinidad Rancheria.

Make necessary home visits to carry out casework assignments.

Provide Crisis Intervention to elders and vulnerable adults.

Provide support in adult services such as guardianship, conservatorship and elder services.

Develop and maintain effective professional working relationships with various social service agencies and community partners to ensure effective delivery of services.

Shall work with a high degree of independence in administering services and in using agency or community resources.

Attend training designed to further develop elder and vulnerable adult social services skills.

Maintain confidential information in accordance with legal standards.

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.

Demonstrated ability to work effectively with Native American elders and vulnerable adults in culturally diverse environments.

Ability to carry a caseload of social services cases requiring a high degree of technical competence.

Ability to manage time well and work under stressful conditions with an even temperament.

Ability to plan organize and implement outreach programs that optimize participation, including those activities that involve volunteers.

Displays the ability to establish and maintain harmonious working relationships with other employees and the public.

Must have strong problem-solving skills.

Must have principles and techniques of interviewing and recording of social casework.

Must have strong oral and written communication skills.

Must have strong interpersonal skills, using discretion, respect empathy, humility and common sense.

Education and/or Experience

Must possess a BA/BS Degree in Social Work or related field (MSW preferred) or must have five (5) years social work experience in public, Tribal, or private services agency.

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.

Computer Skills

To perform this job successfully, an individual demonstrates proficiency with computers and Microsoft Office or similar Database software.

Certificates, Licenses, Registrations

Current Driver's License and be insurable through the Tribe's insurance plan.
All potential employees and employees are required to submit to pre-employment and random drug and alcohol tests in accordance with the Tribal Alcohol-Free Workplace Policy.

Other Qualifications

Must adhere to confidentiality and HIPPA policies.
Must complete background check, submit to fingerprints, consent to criminal history record check, and submit a separate application for suitability.
Required to report any violation of a criminal statute within one working day of the charge or conviction to immediate supervisor.
Native American preference.

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.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to taste or smell. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

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.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions.

Signature_____

Date_____

