

CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA
SOCIAL SERVICES
P.O. Box 630 – Trinidad, CA 95570

Job Title: Tribally Approved Homes (TAH) Social Worker
Department: Social Services
Reports to: Social Services Director
FLSA Status: Exempt, Full Time
Prepared By: Social Services Director
Prepared Date: 3/20/2024
Approved By: CEO
Approved Date: 4/17/2024

SUMMARY

Under the general supervision of the Social Services Director, the TAH Social Worker will be responsible for the development and day to day implementation of the Tribally Approved Homes Program for Trinidad Rancheria's Social Services Department.

The TAH Social Worker will conduct recruitment, home study, training, and retention activities to identify, approve and maintain tribally approved homes for the placement of children and youth in foster care. The TAH Social Worker will ensure all paperwork and records necessary for the administration of the program are maintained and grant reports are compiled and submitted.

Essential duties and responsibilities

- Conduct recruitment activities to recruit caregivers to provide foster homes for tribal member children in need of placement.
- Conduct family finding activities to locate potential placements for tribal member children in need of foster care placement.
- Distribute, receive, and review applications of prospective caregivers to provide foster homes for tribal member children in need of placement.
- Receive and review criminal records of applying caregivers for the purpose of the approval of foster homes.
- Conduct home studies to approve caregivers for foster home placements.
- Maintain paper and electronic files for applying and approved caregivers of foster home placements.
- Visit and support caregivers while children are placed in their homes.
- Create and conduct caregiver support group and recognition opportunities.
- Provide training for prospective and approved caregivers.

- Complete required paperwork to confirm the approval of homes to county and state agencies.
- Provide crisis intervention to families and youth.
- Develop and maintain effective professional working relationships with various social service agencies and community partners to ensure effective delivery of services.
- Ability to carry a caseload of social services cases requiring a high degree of technical competence.
- Shall work with a high degree of independence in administering services and in using agency or community resources.
- Assist clients with the utilization of community resources; interpret rules, regulations and policies for the clients pertaining to resources being sought.
- Prepare and maintain accurate case records and documentation.
- Provide monthly reports to the Social Services Director regarding activities and compile annual reports for the purposes of grant reporting.
- Attend trainings designed to further understanding of Tribal Child Welfare process.
- Maintain confidential information in accordance with legal standards.
- Other duties as assigned.

QUALIFICATIONS

Education and Experience

- Must possess a BA/BS Degree in Social Work or related field (MSW preferred) OR
- Must have five years social work experience in public, Tribal, or private services agency.
- Must have familiarity with ICWA and Child Welfare Practices.

Abilities

- Demonstrated ability to work effectively with Native American people in culturally diverse environments.
- 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, empathy, humility and common sense.
- Proficiency with computers and Microsoft Office or similar programs

WORKING CONDITIONS

Certificates, Licenses, Registrations

Must possess a valid California Driver's License and be insurable by the Trinidad Rancheria Insurance Policy.

All employees and potential employees are required to submit to pre-employment and random drug and alcohol tests in accordance with the Tribal Alcohol Free Workplace Policy.

Must complete background check, submit to fingerprints, and consent to criminal history record check, and submit a separate application for suitability.

Must adhere to confidentiality and HIPAA policies.

Required to report any violation of a criminal statute to immediate supervisor within one working day of the charge or conviction.

Native American preference given to qualified applicants.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to attend meetings and to visit and inspect various sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift objects up to 15-45 pounds, carry, push, and pull materials, reaching overhead, above the shoulders, and horizontally.

Work Environment

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions; but may occasionally work in the field and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical, and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, Tribal members and/or public and private representatives in interpreting and enforcing Tribal policies and procedures.

Signature_____

Date_____