

**CHER-AE HEIGHTS INDIAN COMMUNITY OF THE TRINIDAD RANCHERIA  
P.O. BOX 630 - TRINIDAD, CA 95570**

**Job Description**

**Job Title:** ICWA Social Worker  
**Department:** Social Services  
**Program:** Social Services  
**Reports To:** Social Services Director  
**FLSA Status:** Exempt Employee/FT  
**Revised by:** Human Resources  
**Revised date:** 8/31/2023

**POSITION SUMMARY:**

Under the general supervision of the Social Services Director, the ICWA Social Worker will be responsible for providing comprehensive casework and case management services, crisis intervention, culturally relevant prevention services and represent the Tribe in court for assigned cases.

ICWA Social Worker will serve as Social Worker and ICWA Specialist for the Tribe. ICWA Social Worker will provide access to support services such as: voluntary and/or court-ordered family preservation; reunification and short-term family maintenance to ensure child safety in the home and strengthen the family; relevant services for children/youth for whom a safe return home is not possible; assistance in identifying, certifying, and supporting Tribal Foster Homes, monitoring eligible ICWA state court cases and case management, prepare court reports and appear on behalf of the Tribe in ICWA court cases, either in State/County court or Tribal Court.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Conduct case studies, risk and safety assessments, biopsychosocial assessments and strengths and needs assessments to determine social services needs of clients
2. With guidance from the Social Services Manager, determine client needs and develop and implement a culturally relevant service plan that will reduce risk and increase protective factors for families and children that is consistent with the overall mission of the Trinidad Rancheria.
3. Make verbal and written recommendations to the court on foster care placements, guardianships, termination of parental rights and various issues involving the Indian Child Welfare Act, tribal laws, and other related laws/programs based on assigned case load. May be required to testify in court to present recommendations of the Social Services Team.
4. Facilitate family team meetings
5. Identify, certify and provide support services for Tribal Specified/Certified Homes.
6. Make necessary home visits to carry out casework assignments.
7. Provide Crisis Intervention to families, youth, elders and vulnerable adults.
8. Develop and maintain effective professional working relationships with various social service agencies and community partners to ensure effective delivery of services.
9. Ability to carry a caseload of social services cases requiring a high degree of technical

competence.

10. Shall work with a high degree of independence in administering services and in using agency or community resources.
11. Assist clients with the utilization of community resources; interpret rules, regulations and policies for the clients pertaining to resources being sought.
12. Prepare and maintain accurate case records and documentation.
13. Provide Manager with necessary reports as needed.
14. Attend trainings designed to further understanding of Tribal Child Welfare process.
15. Provide direct Child Welfare Services and other related services in homes, schools, clinics, job sites, and other community locations within the Trinidad Rancheria's Service Area.
16. Provide support in adult services such as guardianships, conservatorships and elder services.
17. Maintain confidential information in accordance with legal standards.
18. Other duties as assigned.

### **QUALIFICATIONS:**

1. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
2. Ability to manage time well and work under stressful conditions with an even temperament.
3. Ability to plan, organize and implement outreach programs that optimize participation, including those activities that involve volunteers.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Must have strong problem-solving skills.
6. Must have principles and techniques of interviewing and recording of social casework.
7. Must have strong oral and written communication skills.
8. Must have strong interpersonal skills, using discretion, empathy, humility and common sense.
9. Proficiency with computers and Microsoft Office or similar programs.

### **EDUCATION AND EXPERIENCE:**

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

### **WORKING CONDITIONS:**

1. Must have a valid California Driver's License and be insurable through the Tribe's insurance plan.
2. Must adhere to confidentiality and HIPAA policies.
3. Must complete background check, submit to fingerprints, consent to criminal history record check, and submit a separate application for suitability.
4. Required to report any violation of a criminal statute within one working day of the charge or conviction to immediate supervisor.
5. Physical Abilities: Dexterity of hands and fingers to operate a computer terminal and other office equipment; sitting or standing for extended periods of time; bending at the waist;

speaking and hearing to exchange information; moderate lifting (15-45 pounds); carrying, pushing or pulling; and reaching overhead, above the shoulders, and horizontally.

6. Native American Preference.

**ALCOHOL AND DRUG FREE WORKPLACE:**

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

Signature\_\_\_\_\_ Date\_\_\_\_\_