



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

Cansayapi Otunwe

Revised 10-3-2017

LOWER SIOUX INDIAN COMMUNITY ICWA/SOCIAL WORKER - JOB DESCRIPTION

JOB TITLE: ICWA/Social Worker
DEPARTMENT: Social Services
REPORTS TO: Director of Social Services
FLSA STATUS: Non-Exempt
PROGRAM/GRANT: 826
SALARY GRADE: 16.5N

SUMMARY:

The ICWA/Social Worker provides care coordination case management services, child protection services, and child welfare prevention and coordination of mental health services to Lower Sioux families and individuals. Serves clients located on the reservation, within the tribe's service areas and some cases in out-state Minnesota.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Social Work or related field is required; masters preferred.
- Current Minnesota State Social Work license (LSW, LCSW, LICSW) is strongly preferred; or must be eligible and obtain licensure as a LSW within six months of hire date.
- Previous experience as a social worker with children and families in a public or private social service agency is preferred.
- Knowledge of the Indian Child Welfare Act and the Minnesota Family Preservation Act.
- Knowledge and experience working with Native American communities, culture, customs and tribal law.
- Able to pass a requisite background check.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains a caseload of families and requisite face-to-face contacts with youth and family.
- Must assemble a Child & Family Team within two (2) weeks of referral by interviewing the family, identifying family members/natural supports/agency representatives and other significant persons. Then uncovers the youth's/family's strengths and needs, provides assistance with any immediate needs.
- Monitors the provision and quality of services provided to the family as the liaison when new services/resources need to be sought or developed.
- Provides or arranges for transportation for his/her clients to placement, crisis or respite services, etc., if needed.

- Provides or secures support and crisis/emergency services for the youth/family.
- Completes all the necessary paperwork in a strength-based manner and maintains accurate information, ensuring that family demographic information is up-to-date, as well.
- Collaborates with other necessary individuals the youth and family may have contact with, such as County Case Managers, Probation Officers, Judges, District Attorneys, Attorneys, Teachers, Physicians, etc.
- Must dress in a respectful manner and maintain a respectful demeanor and presentation at all times.
- Provide written and verbal information related to the youth's and family's behavioral and mental health based on assessment and family contact.
- Provide a comprehensive community-based safety plan with innovative strategies to assist the youth in being maintained safely in the least restrictive setting.
- Provide Child Protection Services by investigating allegation of neglect and/or abuse.
- Conduct forensic interviews on children that may have experienced sexual and/or physical abuse.
- Provide child welfare prevention services to clients and families.
- Always be accountable and follow through on court order and conditions.
- Sharing in the after-hours on-call availability of Social Services staff.
- Regular attendance necessary.
- Regular punctuality necessary.
- Available and willing to work any changes in hours on the schedule at any time during employment.
- Other duties as assigned

SKILLS KNOWLEDGE AND ATTRIBUTES:

- Ability to manage time effectively.
- Ability to communicate effectively in writing or orally.
- Must have valid driver's license, reliable transportation and be insurable under the tribe's auto insurance policy for use of company vehicles.

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: _____

Signature: _____

Date: _____