

**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
P.O. BOX 638 PENDLETON, OR 97801
(541) 276-3570 – (541) 276-9060
www.umatilla.nsn.us**



JOB DESCRIPTION AND ANNOUNCEMENT

TITLE: (Trainee) Prevention Case Worker I
Covered Status/Safety Sensitive

LOCATION: Department of Children and Family Services

SALARY: Pay Range 4
\$23,000 - \$32,000 per yr DOQ/DOE
Target Salary: \$27,000

EMPLOYMENT STATUS: Full time (With benefits)

SUPERVISED BY: Program Manager

SUPERVISION EXERCISED: None

OPENING DATE: September 2, 2009

CLOSING DATE: Open Until Filled w/first screening September 16, 2009

GENERAL STATEMENT OF DUTIES:

Primary duties/responsibilities are to develop strategies and programs which are focused on prevention/early intervention aimed at maintaining children in their own homes whom have been identified at risk by CPS investigation. To provide short to medium term counseling, intervention and mediation to families who are involved in the Child Welfare Program. To make appropriate referrals for psychological, anger management, domestic violence, parenting, Alcohol & Drug, and culturally relevant assessments to families with children who have been identified at risk. To develop safety plans. With the first six months will be primarily a training

period which will include attending an 8 week session at the State of Oregon Academy to attend the Child Welfare CORE training.

Assist all other programs and staff as needed.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

1. Conducts intake interview with clients and family members on child dependency cases to determine needs and seeks relevant information available from other sources such as school, medical, employment, and financial records. Actively engage family members in this process.
2. Develops and monitors progress in treatment plans, reunification plans, service agreements, and other similar documents for review and approval by the Child Services Program Manager. Recommends modifications to such plans as needed.
3. Provides direct services and refers client or family members to available and needed outside services.
4. Maintains professional, complete and confidential cases files.
5. Demonstrated ability to maintain confidentiality of records and information.
6. Drafts coherent, professional and complete reports.
7. Attends required court hearings to testify.
8. Works diplomatically and cooperatively with to coordinate and provide services to clients and family members.
9. Creates an environment in which all clients are treated fairly and with respect, where community trust is maintained, cultural values are considered, and where Program decisions are within established guidelines, polices, procedures and applicable law.
10. Participates in staff and case management meetings.
11. Working irregular hours, weekends and holidays as necessary.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate he/she does meet all of the following minimum qualifications).

1. Two year Associate's in social work, sociology, psychology, counseling, education or related field from an accredited college AND one year experience in case management or related social work or case management of students in field of education.

OR

- One year's in social work, sociology, psychology, counseling, education, or related field from an accredited college AND year experience in case management or related social work and/or case management of students in education field and/or be within one year of completing college while working in the first year of employment.
2. Demonstrated ability to assess client needs and develop appropriate case management plans with clients and family members and providing case management services including referrals;
 3. Must demonstrate good written and oral communication skills, using accurate spelling, grammar and proof reading. Excellent math and statistical data experience.
 4. Must have a working knowledge of Windows, Word, Excel and other job related database systems.
 5. Responsible and capable of handling difficult situations and maintains the confidentiality of department documents, correspondence, and conversation.
 6. Ability to greet public in a professional manner.
 7. Must be a self-starter with ability to plan and execute work assignments with limited or no supervision. Also must be resourceful in solving problems.
 8. Must be willing to occasionally work overtime and at times outside regular work hours.

PHYSICAL DEMANDS:

- Travel is required to assist and transport clients. Occasional extended travel and periodic activities beyond regular work hours will be expected. Must have valid Oregon Driver's License.
- Ability to sit for long hours at a computer using a keyboard and mouse.
- Ability to carry and lift items up to 30 lbs. over shoulder height. (This is because of retrieving and replacing files up on shelves). Also be able to lift and carry children up to 40 lbs.
- Ability to sit for long hours in automobiles and airplanes while traveling.
- Required to travel to Salem Oregon to attend certified Caseworker Academy training.

Pursuant to the CTUIR Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work".

SELECTION PROCESS:

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to the position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to the position will be considered qualified to compete for the position and eligible for an interview.

The Confederated Tribes of the Umatilla Indian Reservation reserves the right to make selection of new employees based on *Umatilla Tribal Preference and Indian preference*.

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All Tribal employees are subject to random Alcohol and Drug testing pursuant to the CTUIR Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until position is filled with first screening Wednesday, September 16, 2009 or postmarked by that date. ***Only those Tribal employment application Packets which are complete will be considered.*** Employment application packets received after the closing deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET:

1. **Tribal Employment Application.**
2. **Cover Letter**, explaining your qualifications and experience relevant to the functions of this position.
3. **Personal Resume**, identifying your qualifications and experience relevant to the functions of the position.
4. **Sensitive Supplement Form.**
5. **Copy of official college transcript if applicable.**
6. **Copy of High School Diploma or GED.**
7. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
8. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

The Confederated Tribes or the Umatilla Indian Reservation reserves the right to make selection of new employees based on **UMATILLA TRIBAL PREFERENCE AND INDIAN PREFERENCE**.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Attn: Julia E. Withers-Lyons, Human Resources Manager
P.O. Box 638
Pendleton, OR. 97801

Phone: (541) 276-3570 or Fax (541) 276-9060

To be considered, application packets must be received by mail or faxed. No e-mail application packets will be accepted.

Approved by: Julia Withers-Lyons, Human Resources Manager

Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date