



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Protective Services Worker
PAY GRADE: E5
FLSA STATUS: Exempt
DEPARTMENT: Health & Community Services
REPORTS TO: Health & Community Director

GENERAL PURPOSE:

Provides social services and case management of children and families of Taos Pueblo.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL FUNCTIONS:

Receive child or elder abuse reports.

Conducts investigations into abuse allegations. Assess risk and safety to children and elders while providing direct family-centered practice services; strengthening and preserving family units.

Develop safety plans for children or elders who are determined to be unsafe.

Assists with protective services for children, including child removal, arranging foster care, and permanent placements.

Develops case plans, if an investigation supports an administrative or judicial finding that the minor or elder is in need of care.

Notifies family of investigation decision.

Testify in court to findings of the investigation and efforts made.

Evaluates family progress and communicates information to families and court.

Determine if Indian Child Welfare Act applies to situation.

Prepares reports of investigation for the Tribal Court; provides information of progress and efforts of court orders.

Coordinates services with other providers and programs.



Conducts medical case management activities for those in need.

Requests purchase orders for families in need of food, clothing, household items, to preserve family unit.

Ensures all case files have appropriate and required documentation.

Assists clients in obtaining services and funding.

Maintains confidentiality of all privileged information.

Prepares or assists with the preparation of scheduled and/or ad hoc statistical and narrative reports; performs basic information gathering and analysis and/or forecasting, as specifically directed.

Performs other duties as assigned.

SUPERVISION EXERCISED:

N/A

MINIMUM QUALIFICATIONS:

Bachelor's Degree Social Work, Human Services, Psychology or related field. Three years of social work and case management experience working with children and families. Tiwa speaking preferred. Master's Degree preferred. Must be able to pass drug test and background check, with NO prior convictions of any felonies.

Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of Indian Child Welfare Act (ICWA).
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of Taos Pueblo judicial system.
- Knowledge of the effects and consequences of abuse and neglect.
- Knowledge of case management and crisis intervention.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Database management skills.
- Interviewing skills.
- Skill in making effective decisions in emergency situations.
- Ability to maintain emotional stability to cope with human suffering, emergencies, and other stresses.



- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate effectively both verbally and in writing.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly is required to sit; walk; stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

Work is regularly performed in an office with a moderate noise level. Situations where extreme caution must be exercised sometimes occur when contacting individuals at home. Evening, on-call 24/7, holidays and/or weekend work is required.

EMPLOYEE’S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

Employee’s Signature

Date