

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

Phone: (920) 496-7900
Fax: (920) 496-7490

A good mind. A good heart. A strong fire.

JOB DESCRIPTION

POSITION TITLE: Social Worker/Case Manager (Indian Child Welfare)
POSITION NUMBER: 02541
DEPARTMENT: Family Services
LOCATION: 2640 West Point Rd Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Family Services Supervisor
SALARY: E05 \$43,772/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: June 3, 2019
CLOSING DATE: until filled
Transfer Deadline: June 10, 2019
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Promote and accomplish the mission and objectives of the Family Services Department by providing services necessary to meet the spiritual, emotional, physical and intellectual well-being needs of the children, youth and families. Provide case management services to families involved in alleged or adjudicated abuse. Services to be provided in a respectful manner that strengthens, empowers and is culturally sensitive. Ensure that services are provided efficiently and with best practice standards of the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and case needs courteously and promptly (Customer service provided shall be in line with the organizations "Good Mind" core values).
2. Develop positive working relationships with county, state and Tribal agencies.
3. Participate in all pertinent case staffing and meetings with county and other programs.
4. Provide supportive services and needs assessments for families to address safety concerns and to best maintain the family unit.
5. Research family tree and enrollment verification to identify, contact, and investigate potential placements with relatives.
6. Document and file all case related information in ICW database.
7. Provide case consultation and case assistance/teaming to Family Services Department staff when requested.
8. Provide monthly reports/updates to the ICW Supervisor on case load numbers and case activity.
9. Provide information on Family Services Department services to inquiring clients or community members to include; community presentations about child protection, role of Indian Child Welfare and Mandated Reporting.
10. Assure best practice standards (as defined by the Department) are adhered to ensure safety, confidentiality, and professionalism at all times.
11. Prepare and submit court reports, narratives, statistical, and other case related correspondence documents as required by the judicial system.
12. Assist in formulating policies and procedures for programs.
13. Provide night and weekend on-call services on a rotating schedule.

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DUTIES AND RESPONSIBILITIES: (Cont.)

14. Facilitate and participate in meetings as needed. Participate in staff development and training programs.
15. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
16. Perform Intake/Investigation duties, this includes but is not limited to:
 - a. Process all Indian Child Welfare (ICW) abuse and neglect referrals and requests for enrollment verifications. Verify enrollment eligibility
 - b. Maintain on-going contact with referring/requesting agency on eligibility determination and develop joint service plan.
 - c. Investigate reported abuse and neglect cases to determine substantiation.
 - d. Conduct risk factor safety assessment and development of an appropriate safety plan, when appropriate.
 - e. Collect and organize all ICW case related information into respective case files.
 - f. Participate in all pertinent court hearings during the intake and investigation process of a case.
 - g. Brief and transfer substantiated cases of abuse and neglect with ICW supervisor and related case contacts.
 - h. Offer voluntary prevention services to the families of unsubstantiated abuse and neglect cases. Refer to other programs that may be appropriate to provide needed services.
17. Perform On-going case management duties, to include but not limited to:
 - a. Maintain a current case plan for every active case assigned. Ensure accurate, pertinent and up to date information regarding children and their families.
 - b. Receive, record, and provide information regarding child abuse and neglect to appropriate agencies.
 - c. Provide child welfare services and intervene in emergency situations; provide assessment and referral services in emergency situations.
 - d. Coordinating required family contact defined by the Children's Code.
 - e. Assess the family situation and determine services needed on an ongoing basis.
 - f. Provide family support services, primary prevention, and early intervention in child abuse and neglect situations;
 - g. Conduct investigations for cases within Oneida's jurisdiction and participate in investigations conducted by county Social Services agencies as required.
 - h. Prepare and maintain a current case plan and safety plan for every active case with the family's input.
 - i. Attend court hearings and provide court testimony when necessary.
 - j. Network with tribal, county, state, federal, and private sector services and organizations that will best serve the children and their families.
 - k. Ensure compliance of program with tribal, state, and federal child welfare regulations.
 - l. Coordinate Oneida and county foster home placements, including foster care, pre-adoptive , guardianships, kinships and report back to judicial agencies.
 - m. Arrange, transport, and supervise visits between parents, children, and relatives.
18. Maintain professional and practice-based knowledge by attending educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional multidisciplinary work groups; conferring with representatives of contracting agencies and related organizations.
19. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
20. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
21. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk and sit; reach with hands and arms.
2. Occasionally stand; and stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Work may be performed in situations where extreme caution must be exercised and may occur when contacting individuals at home.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

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STANDARD QUALIFICATIONS:

1. Knowledge of best practice standards, trauma informed care, historical trauma and strength-based approaches.
2. Knowledge of available community resources.
3. Knowledge of professional social work interviewing principles and techniques.
4. Knowledge of the Oneida community, history, and culture.
5. Knowledge of social work theories and principles; child and adolescent growth and development; individual and family dynamics; human behavior; and current social and economic conditions and the effects of these conditions on families, individuals, and the community.
6. Knowledge of proper spelling, grammar, punctuation, and basic math skills.
7. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
8. Ability to exercise independent judgment and meet strict time lines.
9. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
10. Ability to communicate efficiently and effectively both verbally and in writing. Ability to write clear and concise reports and correspondences.
11. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds
12. Oneida Certification on reporting Child Abuse and Neglect within 90 days of employment.
13. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
16. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
17. A valid driver's license, reliable transportation and insurance are required. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Drivers Policy prior to actual start date. Must maintain drivers' eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Licensed Social Worker.
2. Two (2) or more years of professional experience working with children and families.
3. Knowledge and experience in Trauma Informed Care practices.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's Degree in Social Work or related human service field; one (1) year of successful and current field experience working full-time with children and their families; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
Must provide at least one (1) letter of professional reference with application.