

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



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

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

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

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

JOB DESCRIPTION

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Social Worker/Case Manager (Indian Child Welfare Intake)
POSITION NUMBER: 02542
DEPARTMENT: Children and Family Services
LOCATION: 2640 West Point Rd Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Area Manager of Social Services
SALARY: E5 \$43,772 (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: February 28, 2017
CLOSING DATE: March 6, 2017
Transfer Deadline: March 6, 2017
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation of Wisconsin 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

This position will perform a variety of administrative, staff support and direct client service duties for the Children and Family Services Department which require advanced or specialized knowledge and skills in child welfare procedures and practices. The responsibilities include assisting county staff investigations of referrals of physical abuse, physical neglect, sexual abuse, and emotional damage to children; assessing need for further service, and referring clients to the appropriate service provider. 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 employee needs courteously and promptly (Customer service provided shall be in line with the organizations "Good Mind" core values).
2. Screen/process all Indian Child Welfare (ICW) abuse and neglect referrals and requests for enrollment verifications. Verify enrollment eligibility.
3. Maintain on-going contact with referring/requesting agency on eligibility determination and develop joint service plan when case is being engaged by ICW.
4. Work in partnership with county staff and law enforcement in abuse and neglect investigations concerning eligible Oneida children to determine if reported abuse and neglect concerns can be substantiated.
5. Work in partnership with county staff in the assessment of risk factors and development of an appropriate safety plan.
6. Collect and organize all ICW case related information into respective case files. Document investigation findings and related case notes in file.
7. Participate in all pertinent case staffing and meetings with county and other programs.
8. Participate in all pertinent court hearings during the intake and investigation process of a case.
9. Brief and transfer substantiated cases of abuse and neglect with/to an ICW case manager for on-going case supervision and ensure proper introductions are made to the client/family.

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DUTIES AND RESPONSIBILITIES: (Cont.)

10. Offer voluntary prevention services to the families of unsubstantiated abuse and neglect cases.
11. Provide information on CFS Department services to inquiring clients or community members to include community presentations about child protection and the role of Indian Child Welfare.
12. Provide monthly reports to the Director on case load numbers and case activity.
13. Provide case consultation and case assistance/teaming to CFS Department staff when requested.
14. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
16. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with the 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 sit, stand and walk; reach with hands and arms.
2. Work is generally performed in an office setting with a moderate noise level
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of child welfare practices and related tribal, federal, and state laws, regulations and requirements.
2. Knowledge of the Oneida community, history, and culture.
3. Competent working knowledge of the Indian Child Welfare Act of 1978 and WICWA of 2009.
4. Knowledge of professional social work interviewing principles and techniques.
5. Knowledge of assessment skills for determining needs and resources.
6. Knowledge of county child protective service processes and protocols related to abuse and neglect investigation and prosecution (including law enforcement roles and responsibilities).
7. Knowledge of casework principles and methods, social systems, family dynamics, group and individual behavior.
8. Knowledge in the areas of mental health issues, domestic violence, AODA, trauma, safety planning.
9. Ability to plan and organize work and to make effective use of time; ability to understand human behavior and to relate sensitively and effectively with physically abused, physically neglected, sexually abused and emotionally damaged children and their families
10. Ability to establish an effective working relationship with clients who may be resistive, have limited motivation and limited ability to follow through.
11. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment. Ability to manage a phone to merge schedules & do GPS tracking to successfully maneuver off site visits.
12. Ability to communicate effectively verbally and in writing.
13. Ability to develop and maintain professional relationships with a variety of individuals and groups with diverse cultural, ethnocentric and social lifestyles in a confidential and non-judgmental manner.
14. Ability to work independently and exercise independent judgment.
15. Skill in organizational management which requires the incumbent to plan, organize and schedule priorities efficiently and effectively, in order to meet strict deadlines.
16. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
17. Must be willing and able to obtain additional education and training.
18. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
19. 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.
20. A valid driver's license, reliable transportation, and insurance. 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 Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

1. Three (3) years' direct experience in Indian Child Welfare case management and the investigation of child abuse and neglect cases.

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MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Social Work, or related field; two (2) years' experience in working with county child protection services; an equivalent combination of education and experience may be considered.
2. Must provide two (2) professional letters of reference that support competency in either course work, or experience, related to the current duties and responsibilities of the job description, with submission of application.

ITEMS TO BE SUBMITTED:

1. Must provide a copy of diploma, license, degree or certification upon employment.