CENTRAL COUNCIL
Tlingit and Haida Indian Tribes of Alaska
Edward K. Thomas Building
9097 Glacier Highway • Juneau, Alaska 99801

JOB DESCRIPTION
FAMILY (FIELD STAFF) CASEWORKER I, II

INFORMATION

Job Class: Caseworker
Department: Tribal Family & Youth Services
Location of Work: Southeast Alaska
Salary Grade(s): 8
Hours of Work: M-F 8-4:30
Employment Category: Regular Full-Time

Class Status: Active
Type of Position: Non-Exempt
Covered Position: Yes
Prepared by: Francine Eddy Jones
Approved by:
Effective Date: January 27, 2016

PURPOSE

The incumbent, assigned to a specific community, works for CCTHITA Tribal Family and Youth Services (TFYS) Department to serve as a generalist Family Caseworker. Provides a broad range of services including case management to tribal children, youth, adults, and elders; information & referral; planning, coordination, & implementation of community education forums; partnering with the local IRA Council on meeting their goals of being responsive to their Tribal citizens; and serving as a liaison to internal & external CCTHITA programs.

REPORTING RELATIONSHIPS

Reports To: TFYS Department
Supervises: N/A
Liaison To: All CCTHITA programs, respective Tribal community, and external social services agencies

DUTIES

- Provide prevention & intervention, services to the Tribal citizens in their respective community. This will include para-professional case management services.
- Serve as the local Tribal advocate to ensure full implementation of the Indian Child Welfare Act (ICWA). This will include reviewing legal notifications and petitions involving dependent Tlingit & Haida children, taking appropriate action, to include participation in judicial determinations, case management, and recruitment & licensing of prospective foster and adoptive parents.
- Serve as the local liaison to CCTHITA programs to ensure the distribution, receipt, and review of financial assistance and program applications. Ensure applications are complete; forward to the appropriate personnel for determinations. Follow-up to ensure clients receive timely responses to their applications.
- Responsible for interdepartmental and interagency coordination (i.e. State Social Services Agencies, school district personnel, other tribal organizations) to ensure Tribal citizens receive appropriate services.
- Coordinate community education events on topics identified to meet the needs of the community.
- Provides regular monthly reports to supervisor & local IRA Council.
- Maintain confidential case records, compiles statistical information, and meets all reporting requirements.
- Perform other duties as assigned.

DECISION MAKING AUTHORITY

Spending Authority: N/A
Other Authority: N/A

NECESSARY SKILLS AND KNOWLEDGE

- Knowledge of Federal Indian Child Welfare Act (Public Law 95-608) and its significance, history and implementation; and familiarity of the Alaska child welfare system.
- Knowledge of social work practices, case planning and case management to children, youth, adults, and elders.
- Ability to abide by the basic regulations, operating policies and procedures regarding CCTHITA programs.
- Ability to identify community needs, problems, and resources; create & implement responsive program services. Sensitivity to diverse cultures and community standards.
- Ability to collaborate, partner, & coordinate service delivery for the children, youth, adults, and elders in their respective community.
- Communication skills, both verbal and written; ability to prepare reports and meet deadlines; and make oral presentations.
- Ability to establish and maintain positive working relationships with internal CCTHITA programs, external community partners, and with the local IRA Council.
- Must protect and maintain confidentiality of clients.

MINIMUM QUALIFICATIONS (education, experience, skills)

Family Caseworker I

- Bachelor's degree in Social Work (BSW) or closely related field.
- Valid Alaska Drivers License.

Substitution

- 2 years' experience as a Family Services Worker I or equivalent may be substituted for the Bachelor's degree.

Family Caseworker II

- See Caseworker I and
- One year experience as a family caseworker I or equivalent.

Substitution

- Graduate study in social work or a closely related field may be substituted for family caseworker I experience on a year for year basis. (9 graduate credits is equal to 6 months experience)

PREFERRED QUALIFICATIONS (education, experience, skills)

UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS

The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing less than 40 lbs. Travel on small aircraft or ferry to program sites may be required

CONDITIONS OF HIRE:

- All employment at CCTHITA is "at will". This means that the employee or CCTHITA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position
- CCTHITA is a no tolerance workplace. All regular employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- Must pass a criminal background check for the safety of our clients. All employment offers are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work.

This Job Description describes but is not an exhaustive list of the duties and qualifications of the job described. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the duties of and qualifications for the job.

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date