



Mashpee Wampanoag Tribe
483 Great Neck Rd. P.O. Box 1048 Mashpee, MA
02649
Phone (508) 477-0208 Fax (508) 477-1218

Job Title: Child Welfare Caseworker - ICWA
Report To: ICWA Director
Department: Indian Child Welfare Department
Hours: Monday – Friday 8:30am – 4:30pm (one hour lunch)
Salary: \$36,000.00 - \$43,000.00
Benefits: Deadline: February 5, 2010

Summary: Counsels and aids individuals and families requiring assistance including court appearances and emergency assistance to tribal families in compliance with the Indian Child Welfare Act by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Interviews clients with problems such as personal and family adjustments, finances, employment, food, clothing, housing, and physical and mental impairments to determine nature and degree of problem.

Secures information such as medical, psychological, and social factors contributing to client's situation, and evaluates these and client's capacities.

Counsels client individually, in family, or in other small groups regarding plans for meeting needs, and aids client to mobilize inner capacities and environmental resources to improve social functioning.

Evaluates foster home environmental factors and personal characteristics of adoption applicants to determine suitability.

Refers clients to community resources and other organizations.

Compiles records and prepares reports.

Accesses and records client and community resource information.

Secures supplementary information such as employment, medical records, or school reports.

Interview clients for purpose of screening to determine eligibility for services.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar.

Diversity - Shows respect and sensitivity to Tribal citizens and Tribal culture.

Ethics - Works with integrity and ethically.

Organizational Support - Follows policies and procedures.

Adaptability - Adapts to changes in the work environment.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction.

Judgment - Exhibits sound and accurate judgment.

Professionalism - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associate's degree (A. A.) from two-year college with a concentration in human services; a minimum of four years related experience; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete

variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Internet software.

Certificates and Licenses:

Must be certified in CPR/First Aid or obtain certification within 90 days of hire and must possess a valid driver's license.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to walk. The employee is occasionally required to stand.

Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., and Section 472)