



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 082-20

OPENING DATE: 03/10/2020

CLOSING DATE: 03/24/2020

POSTED: IN/OUT

POSITION: Family Interventionist
PAY GRADE: E5 (\$19.93/hr.-\$28.89/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI/Grant Funded
DEPARTMENT: Social Services
REPORTS TO: Social Worker Supervisor
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Advocates for children and families; coordinates culturally appropriate services and provides child and adult welfare services in areas of counseling, advocacy, crisis intervention, case management, and child and adult protective services.

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.

JOB DUTIES:

- Performs initial screening to determine appropriateness and eligibility of services; conducts intake interview in order to identify presentence of issues.
- Assesses whether each referral involves child abuse, elderly abuse, neglect, or endangerment; determines the urgency and risk level.
- Develops children and family treatment plans to include protective services, preventive or restorative services, and substitute care services; arranges client appointments.
- Accesses community services for information and refers children, parents, or guardians to community resources to meet the needs of the children and families.
- Evaluates and assesses home conditions to protect children from harmful environments; makes decisions in emergency situations in order to meet the needs of the children.
- Provides supervised visitation as required per case.
- Testifies or appears in court regarding; child abuse and neglect, adult abuse, neglect, and related matters.
- Assists Isleta Police in the placement of children and adults as necessary.

- Provides transport to families to scheduled activities and appointments as needed.
- Assists clients in seeking employment.
- Participates in Child Protection Team and a 24 hour on- call rotation schedule.
- Attends community protection and BIA quarterly meetings as required.
- Participates in community centered activities; provides presentations to local agencies and schools.
- Submits reports that indicate the number of child abuse, neglect or domestic violence cases.
- Maintains professional knowledge by conducting research, attending seminars, educational workshops, classes and conferences; conferring with representatives of contracting agencies and related organizations.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Psychology, Social Work, or related field.
- Three years' work experience providing child welfare services to children and families.
- Licensed Social Worker or Counselor.
- First Aid and CPR Certifications.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of Isleta Pueblo traditions, language, history and culture.
- Knowledge of Indian Child Welfare Act (ICWA).
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of Isleta Pueblo civil codes as it relates to children in need of care.
- Knowledge of Isleta Pueblo judicial system.
- Skill in making effective decisions in emergency situations.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exercise independent judgment.
- Ability to handle multiple tasks and meet deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work extended hours and various work schedules and be able to work on a 24-hour on-call basis as required.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.

- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Situations where extreme caution must be exercised sometimes occur when contacting individuals at home.
- Noise level is usually moderate.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.