



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 077-23**

**OPENING DATE: 04/06/2023**

**CLOSING DATE: 06/19/2023**

**POSTED: IN/OUT**

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

**JOB PURPOSE:** Provides social work services for families and individuals to improve, prevent, or resolve problems related to family violence and other issues with an emphasis on family preservation.

*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 and orients new clients.
- Assesses whether each referral involves child abuse, elderly abuse, neglect, or endangerment; determines the urgency and risk level.
- Develops treatment plans including protective services, preventive or restorative services, and substitute care services; arranges client appointments; refers clients to other agencies as needed.
- Investigates reports alleging child abuse or neglect in conjunction with law enforcement; interviews children and parents to collect evidence of abuse or neglect; conducts a comprehensive risk assessment to determine validity of the report.
- Determines appropriate action to ensure safety of children; identifies and prioritizes needs; establishes treatment goals; obtains medical treatment; and creates an action plan to achieve goals.

- Arranges for substitute care placement for children when necessary; arranges placement of children in substitute care and attends screening and pre-placement visits.
- Supervises visits between parents and child and monitors the child's progress in foster care; prepares service agreements outlining conduct and involvement expected of parents for children to return home.
- Initiates court action, files petitions, assembles case narratives, and reports; presents recommendations and testifies as needed in court hearings.
- Identifies specific needs of clients and refers to appropriate resources; provides individual and family counseling as needed.
- Evaluates foster home applicants; interviews families and references; and observes home conditions.
- Prepares home study narratives and recommends for or against certification; re-certifies homes annually; handles complaints and concerns of foster parents regarding children in their care.
- Refers cases to terminate parental rights when warranted; records client activities and prepares court reports and summaries for termination of parental rights.
- Evaluates adoptive parent applicants; conducts individual and family interviews; and observes home conditions.
- Provides information regarding child and adoptive family at administrative and court review; makes recommendations regarding finalization of adoption process.
- Assists elderly clients in completing applications for TANF, food stamps, Medicaid.
- Transports clients to and from appointments as needed.
- Participates in Child Protection Team.
- Participates in community centered activities; provides social service training and awareness presentations to local agencies and schools.
- Maintains professional knowledge by conducting research, attending seminars, educational workshops, classes and conferences; conferring with representatives of contracting agencies and related organizations.
- Participates in 24 hour on- call rotation schedule.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's Degree in Psychology, Social Work, or related field.
- One year work experience providing child welfare services to children and families.
- Licensed Social Worker.
- First Aid and CPR Certifications.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**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.
- Knowledge of the effects and consequences of abuse and neglect.
- Knowledge of case management and crisis intervention.
- 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.