



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: 10/30/2023

CLOSING DATE: Open Until Filled

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.