

Ute Indian Tribe
Social Services
Social Worker / Assistant Director

DESCRIPTION OF WORK

General Statement of Duties: Social Worker/Assistant Director will assist Social Services Director in maintaining social service program to promote safe and stable lives for families and adults. Using social work skills, they partner with staff, families and various agencies to ensure the safety and well-being of people within the Ute Tribe.

Supervision Received: Works under direct supervision of the Social Services Director.

Supervision Exercised: No direct supervision over staff, but exercises supervision over others as deemed necessary or as assigned by the Social Services Director.

EXAMPLES OF DUTIES (Examples may include but are not limited to the following):

- Conduct assessments to create treatment plans
- Collect and maintain client data to generate required reports for funding agencies
- Complete quarterly and annual reports
- Conduct home studies to determine placement of children
- Investigate allegations of abuse and/or neglect
- Maintain accurate and timely records of case management files, which include intake information, assessment data, current contract record, current child custodian and recommended future guardianship information
- Attend meetings to represent tribal social services with Division of Child and Family Services, and other agencies when tribal families are concerned
- Network with agencies to promote services to tribal families
- Conduct home visits to maintain support and safety of children
- Coordinate and maintain a group of family members, staff and service providers to evaluate safety and identify interventions that can reduce risks for children.
- File petitions and testify in court and other legal proceedings, when needed.
- Maintain communication with social services staff
- Attend trainings to improve skills with case work, etc.
- Supervise family visits, as needed.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge of Social Work best practices. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships with employees, other departments, agencies and the public.

Education and Experience: Master's degree in Social Work or related field. Four years work experience with clients in social work, family or educational occupation.