

Ute Indian Tribe
Social Services
Community Partner Specialist

DESCRIPTION OF WORK

General Statement of Duties: Community Partner Specialist will connect tribal families to available resources and coordinate between social service staff and families to ensure positive outcomes for the family.

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

Supervision Exercised: None.

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

- Collect intake information on clients
- Assist caseworker in maintaining 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
- Assist caseworker in monthly visits to determine safety, care and support to obtain goals listed in treatment plan
- Assist and support clients in obtaining services from various agencies
- Assist caseworker in coordinating a group of family members, staff and service providers to evaluate safety and identify interventions that can reduce risks for children.
- 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: Ability to understand and speak Ute Language. 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: High school diploma or GED, two years post-high school educational or two years work experience.