



HOPI GUIDANCE CENTER

SOCIAL WORKER

INTRODUCTION: This position is responsible for providing counseling services to targeted clientele in need of assistance in the area of mental health and/or substance abuse. The incumbent performs case management work of considerable difficulty and complexity requiring good knowledge & skill in family & one-to-one counseling, diagnostic evaluation & assessment, appropriate quality standards of services and development of service plans.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Provides social work and case management services and ensures service plans are developed with professional standards:
 - a. Receives inquiries, provides information to individuals and families regarding range of resources available; interview clients for the purpose of assessing problems and required services to treat the problems.
 - b. Evaluates environmental factors and personal characteristics of family situations and lifestyle in order to develop social assessment.
 - c. Assists in the placement of minor(s)-in-need-care, referred through the Child Protective Services.
 - d. Coordinates and collaborates with tribal and local courts/agencies and facilitates appropriate services for individuals, children, youth and families at risk.
 - e. Provides case management and support services to assigned clients.
2. Provides technical and professional assistance to villages and tribal authorities in their handling of domestic family matters.
3. Performs a full range of social work and family welfare services to families experiencing problems due to marital conflict, unemployment, housing, budget management, non-support, child neglect, etc.
4. Participates in program planning for continued improvement of services and provides recommendations in the delivery of services to individuals, families and children.
5. Maintains client records and documentation; maintain professional confidentiality of records and ensures compliance with quality assurance standards.
6. Compiles and prepares statistical and narrative reports, etc., of casework activities required by the funding agency and the Hopi Tribe.
7. Disseminates information on program services and type of financial assistance to the general public and related agencies.
8. Performs other duties as assigned and authorized to meet program goals and objectives.

COMPLEXITY: The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Assignments are characterized by breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions regarding what needs to be done require extensive probing and analysis to determine the nature and scope of the problem.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Supervisory Social Worker. The supervisor identifies the overall objectives, priorities and resources available. The incumbent plans and completes work with a maximum degree of independence, consulting the supervisor

or other professional staff for case management and review. Completed work is reviewed and evaluated for effectiveness, efficiency and compliance with applicable guidelines and procedures.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, communities, tribal, federal and state agency representatives, other related agencies and the general public. The purpose of these contacts is to coordinate, collaborate and facilitate the delivery of services and foster a network of services. Some contacts often involve situations where information is reluctantly provided or inadequately conveyed.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is performed in a standard social services agency office, client's homes, community setting and court rooms. The workload is demanding requiring work beyond the normal eight (8) hour schedule, evenings, weekends, and holidays and is subject to 24-hour on-call scheduling. The incumbent is subject to great psychological stress and pressure due to the nature of the work with potential risks present when performing investigative work or entering a violent situations. Extensive travel on and off the reservation is necessary.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Bachelor's Degree in Social Work (BSW) or closely related discipline;

AND

B. Experience : One (1) year work experience performing casework with individuals, children, families and foster care programs;

OR

C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge :

Knowledge of professional social work/behavioral health philosophy, principles, practices and methods including methods, techniques and case management

Knowledge of Native American values, lifestyles and social-Economic conditions

Knowledge of rules and regulations governing the Safety of welfare of Hopi minors

Knowledge of interventions strategies related to child abuse and neglect

B. Skills:

Skill in verbal and written communication to conduct public presentations/ideas clearly and effectively

Skill in human & public relations

Skill in investigative techniques and research

Skill in interviewing, problem solving, assessment, case planning and counseling

C. Abilities:

Ability to prepare reports

Ability to communicate effectively with people

Ability to maintain strict confidentiality of client records and information

Ability to conduct research, analyze situations and develop appropriate casework intervention

Ability to establish and maintain positive working relationships with others

NECESSARY REQUIREMENTS:

1. Must complete and pass the pre-employment screening (includes a fingerprint and background investigation) in accordance with Hopi Tribal Policy.
2. Must possess valid Arizona driver's license and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
3. Must have no felony convictions.

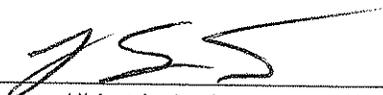
PREFERRED QUALIFICATION:

1. Speak and understand the Hopi language to translate Hopi to English and vice-versa.

CONDITION TO EMPLOYMENT:

All offers of employment will be contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.

REVIEWED BY: _____


Hiring Authority

3/7/11
Date

APPROVED BY: _____


Human Resources Director

3-8-11
Date