



## HOPI GUIDANCE CENTER

### FOSTER CARE SOCIAL WORKER

**INTRODUCTION:** This position is responsible for providing a full range of professional social work and child welfare/foster care services for clients and families in accordance with the Hopi Children's Code and in support of the Hopi Social Services Program.

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

1. Provides child welfare services/foster home licensing for custodial care of minors-in-need-of care (MINOC) and ensures that service plans are developed in accordance with the Hopi Children's Code, BIA Manual and professional standards:
  - a. On an ongoing basis, recruits potential foster care parents, receives inquiries, provides information to individuals or families interested in applying to become foster home/parents; increases the number of quality foster parent homes on and off the reservation and interviews clients for purpose of screening to determine eligibility for foster custodial care.
  - b. Evaluates foster home environmental factors and personal characteristics of foster care applicants to determine suitability as foster home/foster parents; prepares reports and provides recommendations for types of licensure (i.e., emergency, therapeutic, infant care) and placement criteria (e.g., length of stay).
  - c. Monitors and assures Hopi Foster Home licensing is in compliance; supervises and re-certifies foster homes on an ongoing basis; conducts home studies.
  - d. Assists with foster care placements for minor(s) in-need-of-care, referred through the Child Protective Services.
  - e. Coordinates and collaborates with local courts in facilitating appropriate placement services for children and youth at risk.
  - f. Provides pre-service and on-going monthly trainings for foster parents on topics related to care and custody of children.
2. Provides technical and professional assistance to village and tribal authorities in their appointment of guardians or relative placement for minors-in-need-of-care (dependent children).
3. Performs a full range of social work family welfare services to families experiencing problems due to marital conflict, unemployment, housing, management of funds, non-support, child neglect, etc., which includes working beyond the normal working hours and on-call 24 hours to coordinate provision of child protective services.
4. Participates in program planning for continued improvement of Child Welfare Services/Foster Care Services and provides recommendation in the delivery of services to families and children.
5. Coordinates provision of child therapeutic practice and training for foster parents via liaison with Behavioral Health child and family therapists
6. Maintains client/foster home records and documentation of home related activities; maintains professional confidentiality of records and ensures compliance with quality assurance standards.

7. Compiles and prepares statistical reports and narrative reports of casework activities; prepares other reports required by the funding agency and the Hopi Tribe.
8. Disseminates information on child welfare/foster care services and financial assistance programs to the general public and related agencies.
9. Performs other related duties as assigned or authorized by the supervisor to achieve the scope of the work and Hopi Guidance Center 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 ICWA Coordinator. 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);

AND

B. Experience : One (1) year work experience administering casework and/or case management with children, families and/or foster care program and in the Social Services field:

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.

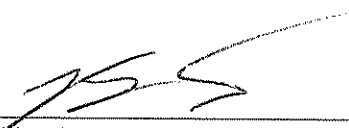
**PREFERRED QUALIFICATION:**

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

**CONDITION TO EMPLOYMENT:**

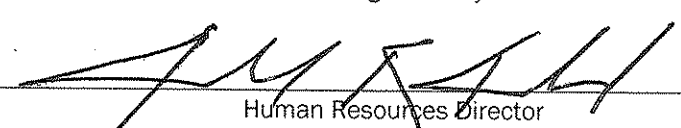
All offers of employment will be contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.

REVIEWED BY: \_\_\_\_\_

  
Hiring Authority

4/5/11  
Date

APPROVED BY: \_\_\_\_\_

  
Human Resources Director

4/21/11  
Date