



CPS SOCIAL WORKER
Department of Social Services

Reports To: Director
Salary/Hourly Range: 50
FLSA Status: EXEMPT

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 9/12/2021

INTRODUCTION

This position is responsible for the protection of targeted clientele who are suspected of, or subjected to physical, emotional and/or sexual abuse, neglect, or deemed minors in need of care. The incumbent performs assessments and investigations of semi-difficulty and complexity requiring knowledge and skill in human/public relations, interviewing, case management, applicable tribal, state and federal ordinances, codes, laws, regulations and policies & procedures. The work includes various duties involving different and unrelated processes and methods. Decisions regarding what needs to be done depend upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work requires making quick assessments of the level of trauma or danger in a given domestic situation and the ability to make quick decisions.

KEY DUTIES AND RESPONSIBILITIES

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

- 1) Receives reports, makes initial assessments, conducts investigations with the assistance of law enforcement personnel, if necessary; provides social services to abused or neglected children and their families, and performs other related duties.
- 2) Assess the case/situation determining the safety needs of the child(ren) involved, i.e. removal from the home, placement in a shelter, etc. recommendations may also be made to the presenting officer for further Court action as provided in the Hopi Children's Code.
- 3) Handles or arranges emergency placement of minors upon the determination that protective custody is necessary.
- 4) Conducts informal conferences or adjustments hearing with the minor child(ren) and families concerning care complaints, discuss and explains to the minor(s) and parents guardian or custodian, the meaning and condition of protective custody and supervision, and also advise them of their rights to have legal counsel present at subsequent hearings.
- 5) Provides technical assistance to the Hopi village/clan leaders when they choose to assume original jurisdiction over a minor from their village that is a minor in need of care.
- 6) Works directly with other non-CPS Social Workers by effectively and efficiently transitioning CPS cases to child welfare services when CPS Intervention is completed and the minor(s) is declared a ward of the Court and under the supervisory custody of the social service program.
- 7) Provides on-call services for CPS, Child Referrals and Burial Assistance on rotating basis after regular work hours, including weekends and holidays.
- 8) Presents the minor(s) interests in proceedings as allowed or required under child protective services.
- 9) Performs other duties as assigned and authorized to meet office goals and objectives.

PERSONAL CONTACTS

Contacts are with employees within/outside the immediate work area, law enforcement personnel, Tribal & Federal Court personnel, Tribal Prosecutor, Federal Attorneys, local school personnel, and the general public. The purpose of these contacts is to exchange factual information, coordinated work efforts and establish a network of resources/services.

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

Education: Bachelor's Degree in Social Work, Criminal Justice or closely related discipline;

AND

Experience: One (1) year work experience in a social service agency, law enforcement or judicial field which includes casework with individuals, children, families and foster care programs;

OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of the principles, policies & procedures, codes, laws and Ordinances 35 – The Hopi Children's code.
- Knowledge of standardized and generally accepted child protective services practices.
- Knowledge of the philosophy, principles and practices and ethics of social work.
- Knowledge of juvenile justice.
- Knowledge of the symptoms and/or behaviors of abuse and/or neglected children as well as juvenile delinquency.
- Verbal and written communications skills to compose technical, narrative and statistical reports and communicate with children and families.
- Excellent human/public relations skills.
- Skill establishing and maintaining good rapport with children and families.
- Good investigative techniques and research skills.
- Skill in interpreting laws, ordinances, codes and policies accurately and on a consistent basis.
- Ability to apply appropriate codes, laws or statutes.
- Ability to communicate effectively with people.
- Ability to engage in objective decision-making.
- Ability to cope with stress.
- Ability to maintain strict confidentiality.
- Ability to establish and maintain professional working relationships with others.
- Ability to speak and understand the Hopi Language to translate Hopi to English and vice-versa.

NECESSARY SPECIAL REQUIREMENTS

- 1) Must possess a valid Arizona driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.