



MI'KMAQ NATION POSITION DESCRIPTION

TITLE: Child Welfare Case Worker

CLASSIFICATION: Salaried/Exempt

IMMEDIATE SUPERVISOR: Tribal Court Administrator/Indian Child Welfare Director

PAY RANGE: \$21.00 - \$27.50

NOTE: The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements. The description is meant to serve interviewers, applicants and directors as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility of the job. Some aspects of this position may change over time, according to the Tribe's needs.

SUMMARY OF POSITION: The Child Welfare Case Worker will be responsible for providing support to families involved with the Tribal Child Welfare or State Child Protection System. Work includes assessing child safety, abuse/neglect, and signs of danger; client strengths and capability; family functioning; case planning; and petitioning for protective custody and placement. This position provides representation for tribal children in the custody of the Department of Health and Human Services (DHHS) and to tribal members who are involved in child welfare issues, and ensures that children in the custody of DHHS maintain their connection and culture with the Tribe. The primary purpose of this position is to foster the well-being of all Mi'kmaq Nation (MN) tribal members and their families.

EDUCATION (OR EQUIVALENT EXPERIENCE): In order to qualify, you must have a Bachelor's Degree from an accredited educational institution in Social Work/Social Welfare, or a Bachelor's Degree from an accredited educational institution in a field related to social work/social welfare* as determined by the Maine State Board of Social Worker Licensure. **NECESSARY SPECIAL REQUIREMENT:** Applicants must have or be eligible for conditional or full licensure at the Licensed Social Worker (LSW) level as issued by the Maine State Board of Social Worker Licensure. An LSW requires an earned BA/BS in social work/social welfare. An LSW-Conditional requires an earned BA/BS in a field related to social work/social welfare.

LICENSES OR CERTIFICATIONS: MSW, LSW, BA in a related Field of Social Work, & Valid driver's license.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: Knowledge of Indian Child Welfare Act (ICWA) and the relationship between U.S. federally recognized tribes and the Department of Health and Human Services. Knowledge and experience with Mi'kmaq culture. Excellent organizational and communication skills. Knowledge of family dynamics, crisis intervention, parenting, and case management (including being able to maintain relevant reporting requirements and meet deadlines). Basic computer skills necessary as well as an ability to work independently and as part of a team.

WORKING CONDITIONS: Regular office environment, primarily on-site, but will include time in foster

homes/placements as well. This position will require extensive travel in Aroostook County to conduct assigned home visits and may require after hour responding to families in crisis. Out of area travel required for training/meetings.

FUNCTIONS/TASKS:

- Engages families to assess child safety and to make plans that best meet the safety, well-being, and permanency needs of their children.
- Creates a team for each family consisting of family, staff, and community members to find safe solutions for children.
- Reaches factually supported conclusions in a timely and thorough manner with input from parents, children, extended family, and relevant community stakeholders to assure safety.
- Separates dangerous caregivers from children in need of protection. When court action is necessary to make a child safe, uses authority with sensitivity and respect.
- When children are placed in foster care, assures ongoing safety through frequent, meaningful contact with children and their caregivers.
- Facilitates family teams to develop and implement creative, individualized solutions that build on the strengths of families to meet their needs.
- Plans for children, focusing on the goal of preserving their family, reunifying their family, or achieving permanent placement in another family.
- Maintains accurate case records of assessments, activities, and plans; writes summaries, reports, letters, and memos.
- Works diligently to meet federal and state mandates and timeframes.
- Other duties as assigned.

EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted minimally, on an annual basis, and are based on how one meets, exceeds, or fails at standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein, are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements

herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modifications to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety to themselves or others.

If you are interested in applying for this position you **must** submit a completed job application; A completed application includes copies of certificates/licenses/degrees stated in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: FEBRUARY 10TH, 2023

Please send the completed Job Application to the following address or email:

Cheryl Smart

Attn: Human Resource Assistant

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.