

# NORTHERN CHEYENNE TRIBE HUMAN SERVICES

**POSITION:** Child Protection Worker

**PAY:** 16.00

**DEPARTMENT:** Northern Cheyenne Human Services

**ACCOUNTABLE TO:** Northern Cheyenne Human Services Director

**CLASSIFICATION:** Full-time, Non-Exempt

**OPENING DATE:** August 10, 2023

**CLOSING DATE:** Open until Filled

**How To Apply:** Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**  
**(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:** Responsible for the implementation of the Northern Cheyenne Tribe's overall IV-E Foster Care program and objectives.

## **JOB CHARACTERISTICS:**

**NATURE:** This position requires the ability to handle difficult and stressful situations. Requires contact both in person and telephonically with families and professionals to set up meetings. Must be able to travel if deemed necessary. Requires the ability to keep accurate notes, organized filing, and competent computer usage.

**PERSONAL CONTACTS:** Frequent contact with State IV-E staff, parents, guardians, relatives, foster parents, social workers, and other professionals.

**SUPERVISION:** This position mostly works independently, but receives supervision from the Human Services Director. May also receive assistance from State IV-E staff.

**ESSENTIAL FUNCTIONS:** This position requires the ability to communicate effectively orally and in writing and the ability to work in a team setting as well as independently. Also requires the ability to make unsupervised decisions in good judgement and within the moral expectation of the Human Services Department.

## **JOB REQUIREMENTS:**

- Case Management: which includes but is not limited to: Service Treatment Agreement (STA), Child Transitioning, Monthly face-to-face visits (on and off reservation), Authorization Letters for Foster Parents, IV-E Contract for services, child placement, accurate and professional record keeping for accountability.
- Determines eligibility and arranges for assistance in accordance with manual regulations (CFR, BIA, NC) and specified objectives.
- Coordinates child protection services with the Northern Cheyenne Tribal Court when legal resources are involved (i.e.: guardianship, adoption, etc.)
- Weekly case management meetings with varied programs and departments.
- Review Hearings: case reports and hearing participation is to be completed every six (6) months and filed with the Northern Cheyenne Tribal Court at least four (4) days prior to due date.
- Permanency Reports: case reports and hearing participation is to be completed annually and filed with the Northern Cheyenne Tribal Court at least four (4) days prior to due date.
- Proficient use of the Child and Adult Protective Services (CAPS) system
- Meet with necessary agencies, department and programs (IHS, DPHHS, YDI, etc.) in regards to medical, behavioral health, and placement options that will be in the best interest of the child.
- Scheduling and preparation for Family Group Decision meetings, including but not limited to arranging location, contacting parents and extended family, and identifying potential safety concerns.

**KNOWLEDGE REQUIRED:** Professional competence in the techniques, methods, theory and practice of social work. Possesses a working knowledge in child protection case work, group and/or community assigned caseload. The ability to establish a therapeutic relationship, handle hostility, be objective, have an understanding for underlying motivation, be able to implement and/or develop case plans, devise strategies and be solution oriented.

**SKILLS:** This position requires skills in communication – both orally and in writing, observation, decision making, organization and filing.

**ABILITIES:** Must be able to work well with a variety of agencies and personnel. Must be able to establish an effective working relationship with fellow employees, supervisors, and clients.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and work experience equivalent to:

- Bachelors Degree in Human Services and/or Social Work discipline preferred but not required  
Social work discipline from an accredited college
- Associate of Arts in Social Work
- Minimum of two (2) years of related experience as case manager.
- Must possess a valid Montana driver's license.
- Must possess a Driving Record

- Must pass fingerprints and background check.
- Must pass a drug test.
- Must be insurable

### **JOB PERFORMANCE STANDARDS:**

Evaluation of his position will be based primarily upon the proceeding job requirements, accountability, and performance. Examples of job performance criteria will include the following:

- Effectively communicates with staff, families, caseworkers and other professionals.
- Maintains a good rapport with Supervisor, staff, families, clients, and other professionals.
- Works well with personnel and other agencies.
- Observes work hours
- Demonstrates punctuality
- Performs assigned duties effectively and efficiently