



6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ▪ 707-566-2288 ▪ www.gratonrancheria.com

GERIATRICS LICENSED CLINICAL SOCIAL WORKER

Position Description

Department:	Wellness & Justice
Pay Range:	DOE
Hours/week:	40
Classification:	Exempt

Reports to:	TANF Director
Effective Date:	November 4, 2019
Revised Date:	November 4, 2019
Type:	Full-time

MISSION STATEMENT

The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all citizens; and to foster the value of education.

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Federated Indians of Graton Rancheria ("FIGR") are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Interact in an honest, trustworthy, and respectful manner with FIGR Citizens and officials, other employees, visitors and vendors.
- Comply with the Tribe's policies and procedures.
- Display respect and understanding of the Tribe's culture, traditions, and values.
- Maintain a current and valid driver's license and must be insurable.

POSITION PURPOSE

The Geriatrics Licensed Clinical Social Worker (LCSW) is responsible for providing support to FIGR Tribal Citizen Elders (ages 60+). The Geriatrics LCSW is responsible for counseling Elders and developing strategies, programs, and initiatives to improve their social and psychological wellbeing. The Geriatrics LCSW assesses the needs of Elders in order to develop individualized and appropriate response plans, which includes coordination with multiple service and resource providers. On occasion, the Geriatrics LCSW may need to provide technical assistance to tribal departments/programs that may also address family and child welfare issues.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Establishment of strong rapport and trust with Elders to ensure strong care and advocacy.
2. Evaluation and assessment of each Elder's physical, social and emotional needs and conducts routine screenings. This includes conducting physical capacity assessments to determine level of need
3. Oversight of case planning and support services, including regular review of case progress
4. Regular home visits on a case by case basis to monitor the status of Elders living at home, in assisted living, and in long-term care facilities.
5. Advocacy on behalf of the Elder when working with other social services agencies

GERIATRICS LICENSED CLINICAL SOCIAL WORKER

Position Description

6. Assistance of Elders by identifying and fulfilling needs with regards to Activities of Daily Living (ADLs)
7. Assistance of Elders in identifying and fulfilling needs with regards to access to essential services
8. Assistance of Elders by obtaining estate planning and property preservation services on their behalf
9. Counseling of Elders regarding FIGR General Welfare Benefits and per capita payments (and their impact on existing safety net services)
10. Counseling of Elders regarding VA benefits, In-Home Support Services (IHSS), SSI/SDI, and other public benefit services
11. Coordination with County Medicare/Medi-Cal workers to ensure that Elders are receiving appropriate benefits
12. Coordination of assistance and support to the families of Elders
13. Development and implementation of programs and initiatives designed to improve the overall health, wellbeing, and quality of living of the Elders.
14. Reporting of incidents of suspected Elder abuse and/or neglect pursuant to federal, state, and tribal law, including maintenance of Elder Abuse reports and records.
15. Development and implementation of transportation plans for escorting Elders to medical appointments, grocery shopping, and other additional transportation services as determined by need
16. Appearance at client-related Elder Abuse court proceedings on behalf of the Tribe.
17. Oversight of systems of care for Elder ancillary services including, optometry, dental, podiatry, psychology, psychiatry, audiology care.
18. Maintenance of updated electronic case files for Elders to ensure that assessments, documentation and advance directives are current and accurately documented.
19. Preparation of case reports, including monthly manager reports by requested deadlines.
20. Occasional transport of Elders to various medical appointments and other necessary locations.
21. Performs other duties, as assigned.

SUPERVISORY DUTIES

Supervises Elder Advocates and Tribal Health Benefits Program Coordinator.

MINIMUM MANDATORY QUALIFICATIONS

- | | |
|---|--|
| Experience: | <ul style="list-style-type: none">• Three years' work experience as an LCSW in Gerontology/Elder care, social services, social work, or other related field• Three years' experience in supervision and management of employees |
| Education: | <ul style="list-style-type: none">• Master's Degree in Social Work (MSW) or Gerontology• Valid and unrestricted LCSW license with the California Board of Behavioral Health Sciences |
| Knowledge, Skills, Abilities, and Other Qualifications: | <ul style="list-style-type: none">• Ability to adhere to the strictest rules of confidentiality and discretion• Ability to develop plans, reports, and complete tasks accurately and within stated timelines• Advanced knowledge of sociological, economic and environmental conditions as related to geriatrics• Advanced knowledge of human behavior specific to motivation and goal attainment• Excellent communication skills (both verbal and written) with an advanced understanding of the nuances of working with diverse populations• Ability to evaluate client and needs to effectively plan and implement social work interventions• Ability to interact with the public, including possible adverse or volatile situations• Advanced experience with providing direct client services to the elderly including counseling and advocacy• Demonstrated ability to work with people from diverse cultures, ethnic and socio-economic backgrounds, with a strong knowledge of a diverse community and sensitivity to cultural needs |

GERIATRICS LICENSED CLINICAL SOCIAL WORKER

Position Description

- Familiarity with the responsibilities of a Mandated Reporter and the process of recognizing signs of abuse as well as the process of submitting reports to APS
- Familiarity with available community resources and other social service agencies, and the ability to collaborate with them in order to provide expanded services
- Knowledge of the diverse needs of Native American Elders and the socio-economic issues relating to a diverse Native American population
- Knowledge, awareness of, and respect for Native American values, customs, and traditions
- A demonstrated record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Strong organizational skills including the ability to work and multitask efficiently while working away from the office
- Ability to maintain required clinical and evaluation records in accordance with HIPAA and other privacy laws
- Ability to operate a computer, use Microsoft Office Suite and other related computer programs, and handle storage of electronic files.
- Understanding of motivational interviewing practices, wrap around services, systems of care and trauma-informed care
- Willingness to work a flexible work schedule, including evenings and/or weekends, based upon needs of the clients, Department, and Tribe
- Perform other duties as assigned

PREFERRED QUALIFICATIONS

- Five years' experience working with Elders in Social Work or Human Services in a Tribal or Native American organization
- Five years' experience in supervision and management of employees

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with FIGR Citizens and officials, employees, vendors, and staff.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various topics and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

GERIATRICS LICENSED CLINICAL SOCIAL WORKER

Position Description

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria does not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

OTHER

- Driving:** All employees must maintain a current and valid driver's license and must be insurable.
- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background investigation:** This position will be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug screening:** All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment.

DISCLAIMER: THE INFORMATION ON THIS POSITION DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES IN THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES ASSIGNED TO THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

ACKNOWLEDGMENT

I have reviewed the content of **Geriatrics Licensed Clinical Social Worker** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date