



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

Licensed Clinical Social Worker – Elder Services

Position Description

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| Department: | Wellness and Justice |
| Salary Range: | \$99,000 - \$135,000 |
| Hours/week: | 40 |
| Classification: | Exempt |

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| Reports to: | Director |
| Effective Date: | January 1, 2021 |
| Revised Date: | May 27, 2021 |
| 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.

POSITION SUMMARY

Under the direct supervision of the assigned department Director, the Licensed Clinical Social Worker (LCSW) assigned to Elder services is responsible for providing counseling, advocacy, and support to FIGR Tribal Citizen Elders (ages 60+). The incumbent will develop strategies, programs, and initiatives to improve the social, emotional, and physical well-being of Tribal Elders.

SUPERVISORY RESPONSIBILITIES

The LCSW – Elder Services directly supervises the department’s Elder Advocates.

EXAMPLES OF DUTIES

The following duties are considered essential for this job classification:

- Assesses the needs of Tribal Elders to develop and implement individualized response plans.
- Develops cooperative relationships with outside agencies as they relate to Elder services.
- Develops strategies to work collaboratively with Elders to ensure effective care and advocacy.
- Develops comprehensive evaluation tools for Elder assessments.
- Conducts routine screenings and physical/mental capacity assessments to determine level of need.
- Oversees case planning and support services, including regular team reviews of case progress.
- Conducts home visits on a case-by-case basis to monitor the status of Elders.
- Advocates on behalf of the Elders when working with other social service agencies.
- Assists Elders and their supportive family members in identifying the Elder’s needs with regards to Activities of Daily Living (ADLs), aging in place and safety home-modifications.
- Assists Elders in identifying and fulfilling needs with regards to accessing health services, nutritional needs, and access to cultural activities.
- Assists Elders by referring estate planning and property preservation services.
- Counsels Elders regarding FIGR Benefit Programs and per capita payments; VA benefits, In-Home Support Services (IHSS), SSI/SDI, and other pertinent public benefit services.

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- Collaborates with Medicare/Medi-Cal workers to ensure that Elders are receiving appropriate benefits.
- Monitors and modifies interventions as needed to respond to individual, family, and environmental challenges.
- Aids and supports the families of Elders as needed.
- Develops and implements programs and initiatives to improve the overall health and wellbeing of the Elders.
- Reports cases of suspected Elder abuse and/or neglect pursuant to federal, state, and tribal law; maintains Elder Abuse reports and records.
- Provides representation at client-related Elder Abuse court proceedings on behalf of the Tribe.
- Provides oversight of systems of care for Elder ancillary services and case management outcomes.
- Maintains and updates electronic case files to ensure that assessments, documentation, and advance directives are current and accurate.
- Prepares case reports, monthly, quarterly, and annual Tribal Reports, and Newsletter submissions.
- Develops and implements plans for Elder transportation solutions.
- Performs other duties, as assigned.

QUALIFICATIONS

Knowledge of: Sociological, economic, and environmental conditions as it relates to geriatrics; human behavior specific to motivation and goal attainment; Mandated Reporter responsibilities, and the process of recognizing signs of abuse as well as the process of submitting reports to Adult Protective Services (APS); community resources and other social service agencies; diverse needs of Native American families including socio-economic issues relating to the Native American population; Native American values, customs, and traditions.

Ability to: Adhere to the strictest rules of confidentiality and discretion; understand and apply applicable federal and Tribal laws, regulations, policies, procedures, and program standards; evaluate participant needs to effectively plan and implement social work interventions; interact with people from diverse cultures, ethnic and socio-economic backgrounds; develop and complete reports in a timely manner; supervise and manage department staff, including annual reviews, scheduling, and work assignments; manage and maintain required clinical and evaluation records in accordance with HIPAA and other privacy laws; multi-task efficiently while working in the office, remotely and in the field; operate a computer and navigate typical office and internet software; participate in virtual meetings using Zoom, Teams, and other virtual platforms; demonstrate cultural competency and awareness; provide cultural awareness and sensitivity of Native American values and cultures.

License: Must possess a valid driver's license and be insurable under the Tribe's policy.

EXPERIENCE AND EDUCATION

Experience: Minimum of three years' work experience as an LCSW in gerontology/elder care, social services, social work, or another related field with three years' direct experience in supervision and management of employees.

Education: Master's degree in social work (MSW) or gerontology, and a valid and unrestricted LCSW license with the California board of behavioral health sciences are required.

WORKING CONDITIONS

Environment: The work environment characteristics described herein 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, (Limited travel during COVID-19 Pandemic).

Physical Demands: The physical demands described herein 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. Talking and hearing are essential to communicate with FIGR Citizens and officials, employees, vendors, and staff.

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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.

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

- 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 and will be subject to reasonable-suspicion drug or alcohol testing.
- COVID-19 testing: All applicants must successfully pass a pre-employment COVID-19 test 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 will be asked to perform other duties as needed.

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ACKNOWLEDGMENT

I have reviewed the content of the **Licensed Clinical Social Worker – Elder Services** 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
