



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

## TRIBAL CLINICAL SOCIAL WORKER

### *Position Description*

<b>Department:</b>	Wellness & Justice	<b>Reports to:</b>	Family Support Manager
<b>Pay Range:</b>	\$70,000 - \$110,000	<b>Effective Date:</b>	January 1, 2018
<b>Hours/week:</b>	40	<b>Revised Date:</b>	February 25, 2021
<b>Classification:</b>	Exempt	<b>Type:</b>	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 Family Support Manager, the Tribal Clinical Social Worker (TCSW) is responsible for providing multi-generational support to FIGR Tribal Citizens and will use their knowledge to develop strategies to improve the social and psychological functioning of children and their families. On occasion, the TCSW may need to provide technical assistance to tribal departments/programs that may also address family and child welfare issues. The TCSW must have strategic leadership skills with the ability to implement new initiatives in order to maximize the potential for families and children to become self-sufficient and autonomous. This position must have the capacity to coordinate work with various types of individuals and agencies. The incumbent may work evenings and/or weekends, based upon needs of the Department and/or the Tribe.

#### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Evaluates and assesses client's physical, social, and emotional barriers and conducts routine screenings.
- Oversees case planning and support services.
- Reviews and reports case progress.
- Collaborates with Wellness and Justice staff to build and expand program services, which may include grant writing and policy development.
- Represents FIGR children and families at school related meetings.
- Conducts home visits, and assessments to identify barriers in the family system.
- Develops case plans to address parenting, emotional or developmental concerns.
- Assists parents with resources and provides advocacy during a family crisis.
- Provides mental health strategies and approaches that include the Family System, Crisis Intervention, and Trauma Informed Care of individuals, groups, and families.
- Performs assessments for suicide prevention.
- Oversees and manages the collection of data from schools, case providers, clients, and other resources as it relates to programs and or individual family services.
- Communicates any changes to agreements and/or established plans to appropriate individuals, (i.e. Family Advocates, providers, and family members).

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- Develops and implements staff training on designated Wellness and Justice topics.
- Develops curriculum for trainings to families and youth at Tribal TANF events and/or Wellness and Justice programs.
- Responsible for reporting abuse, neglect, or exploitation in accordance with federal, state, and tribal law.
- Performs other duties, as assigned.

### QUALIFICATIONS

Knowledge of: General sociological, economic and environmental conditions contributing to juvenile delinquency and maladjustment; the responsibilities of a Mandated Reporter and the process of recognizing signs of abuse as well as the process of submitting reports to CPS; knowledge of juvenile and adolescent behavior and family dynamics; the Indian Child Welfare Act, TANF, and other programs that provide services to Tribal Citizens; the diverse needs of Native American youth and families and the socio-economic issues relating to a diverse Native American population; motivational interviewing practices, wrap around services, systems of care and trauma-informed care.

Ability to: Adhere to the strictest rules of confidentiality and discretion; maintain required clinical and evaluation records in accordance with HIPAA and other privacy laws; develop plans, reports, and complete tasks accurately and within stated timelines; evaluate client and family needs to effectively plan and implement social work interventions; interact with the public, including possible adverse or volatile situations and be willing to work with resistant individuals and/or families; work with people from diverse cultures, ethnic and socio-economic backgrounds, with a strong knowledge of a diverse community and sensitivity to cultural needs; operate a computer and general office equipment such as Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and internet software.

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

### EDUCATION AND EXPERIENCE

Any combination of training and experience which could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years' work experience as a Licensed Clinical Social Worker (LCSW) or Marriage and Family Therapist (MFT) or three years work experience as an Associate Clinical Social Worker (ASW) or Marriage and Family Therapist Intern (MFTI). Previous experience working in Social Work or Human Services in a Tribal or Native American organization is highly desirable.

Education: Master's Degree in Social Work (MSW) or clinical psychology, and a Valid and unrestricted LCSW, MFT, ASW or MFTI license with the California Board of Behavioral Health Sciences.

### WORKING CONDITIONS

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. Talking and hearing are essential to communicate with Citizens, employees, vendors, and staff.

### 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,

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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 shall 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 may 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 and alcohol 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 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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### ACKNOWLEDGEMENT

I have reviewed the content of the **Tribal 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:

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*Employee (printed name)*

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*Employee (signature)*

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*Date*

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*Supervisor (printed name)*

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*Supervisor (signature)*

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*Date*

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