FEDERATED INDIANS OF
GRATON
RANCHERIA

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

TRIBAL CLINICAL SOCIAL WORKER

Job Description

Department:	Wellness & Justice	**Reports to:**	Family Support Manager
Pay Range:	$97,660 - $136,724	**Classification:**	Full-time/Exempt

MISSION STATEMENT

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

POSITION PURPOSE

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 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.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Evaluates and assesses clients' physical, social, and emotional barriers and conducts routine screenings.
- Oversees case planning and support services.
- Reviews and reports on progress of cases.
- 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.
- Perform 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 our individual family services.
- Communicates any changes to agreements and/or established plans to appropriate individuals, (i.e. Family Advocates, providers, and family members).
- Develop and implement staff training on designated Wellness and Justice topics.
- Develops curriculum for training 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.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM MANDATORY QUALIFICATIONS

Experience: A combination of experience and education may be acceptable.

- Two (2) years of experience as a Licensed Clinical Social Worker (LCSW) or Marriage and Family Therapist (MFT) **or** Three (3) years of work experience as an Associate Clinical Social Worker (ASW) or Marriage and Family Therapist Intern (MFTI).

Education:

- Master's degree in social work (MSW) or clinical psychology.

License/Certification:

- Valid and unrestricted LCSW, MFT, ASW or MFTI license with the California Board of Behavioral Health Sciences.
- Must hold a valid driver's license and be eligible for coverage under the Tribe's insurance policy.

PREFERRED QUALIFICATIONS

- Previous experience working in Social Work or Human Services in a Tribal or Native American organization is highly desirable.

SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to exercise sound judgement and possess problem-solving skills involving variables in standardized situations and the ability to make decisions that are varied, and, in many cases, when there is no precedent to draw upon.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to adhere to the highest level of professional ethical standards.
- Ability to maintain required clinical and evaluation records in accordance with HIPAA and other privacy laws.
- Ability to evaluate client and family needs to effectively plan and implement social work interventions.
- Ability to interact with the public, including possible adverse or volatile situations and be willing to work with resistant individuals and/or families.
- Demonstrate advanced analytical, organizational, and problem-solving skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor own work to ensure quality.
- Demonstrate a record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge of general sociological, economic and environmental conditions that contribute to juvenile delinquency and maladjustment.
- Knowledge of 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.
- Knowledge of the Indian Child Welfare Act, TANF, and other programs that provide services to Tribal Citizens.
- Knowledge of motivational interviewing practices, wrap around services, systems of care and trauma-informed care.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Ability to perform other duties as assigned.

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. Early morning, evening, and/or weekend work may be required. Limited overnight travel may be required from time to time.

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian Tribe, and, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) 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 on the basis 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 is subject to a criminal history background check, a suitability background check, and may be subject to a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.
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 and alcohol testing.

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

ACKNOWLEDGEMENT

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

Describe any accommodation required to perform these functions:

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Printed name *Signature*

_____

Date