



JOB DESCRIPTION

Job Title: Human Service Worker II
Reports to: Social Service Director
Salary: DOE

Department: Social Services
Employment Status: Non-Exempt/Sensitive
Driving Classification: Moderate

Summary: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions:

Essential Functions:

- Work with children placed on reservations, institutions, relative placements, or neglected children and/or delinquent juveniles.
- Coordinates placement plans, monitoring individual placement progress and assists in maintaining parental contact.
- Provides progress reports and social summaries as requested.
- Provides proper referrals for counseling services with natural parent(s) and foster parent(s).
- Provides evaluation of placement program and child's progress internally and to collaborating agencies participating in the case plan.
- Will complete case notes and updates to case plans on a timely and consistent basis.
- Will assist the Human Service Worker I to provide services for parent involvement, placement institutions and court attendance.
- Will participate in staffing conducted at the placement institution, if required.
- Will be flexible for on-call site visits and/or off-site placement evaluations.
- Performs other related duties as assigned by the Social Services Director

Education:

As Bachelor's Degree in Social Work or related field *preferred*.
High School and/or GED-**required**.

Experience:

A minimum of three to five (3-5) years of work experience in Social Work or related field, preferred.

Certificates and Licenses:

Must have a valid driver's license and be insurable under the Fort Mojave Indian Tribe Insurance Plan.
Must provide a DMV Report with application.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee may occasionally be required to lift and/or move up to 25 lbs. Specific vision abilities required which include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee will frequently be required to talk and hear, use hands and fingers to handle, reach or feel and manipulate objects or controls, sit or stand for long periods and walk distances, as well as stoop, bend, kneel and crouch.

The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.