



JOB DESCRIPTION

Job Title: Human Service Support Worker
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, skill 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;
- Must be familiar with family unity and family preservation in Human Services;
- Must have some knowledge of interviewing and case recording skills as well as be able to understand Court/legal requirements and documents;
- Maintain strict confidentiality of all sensitive information;
- Must be accurate and precise in maintaining case file documentation such as: progress notes, case plans, court reports and other required case file documentation as assigned;
- Will assist the Human Service Worker personnel in services with placement institutions, parent involvement such as monitoring of parental visitations and court attendance;
- Must be non-judgmental and impartial in assessment skills and reports;
- Provide timely submission of progress reports, social summaries, weekly reports and statistical data;
- Provide assistance in performing announced and unannounced quarterly on site visits to the placement institutions, facilities and/or relative placements;
- Must attend all regular staff meetings and Human Service case conferences;
- Must be able to work out of the office, to include client transportation and in conducting home visitations; may be required to work nights, weekends and/or holidays in cases of home visits and human service trainings;
- Must be flexible in arrangement of work schedule;
- Must be able to transport children, families, and clients who may be experiencing hardship;
- Performs other related duties as assigned by the Social Service Director.

Education:

An Associate of Science Degree in human services or related field *Preferred*. A High School Diploma or GED Equivalency **Required**.

Experience:

A minimum of three (3) years of work experience, 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. FMIT is an Equal Opportunity Employer. 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.