WINNEBAGO TRIBE of NEBRASKA

PERSONNEL DEPARTMENT  P.O. BOX 687  WINNEBAGO, NEBRASKA 68071

Employment Announcement  PRNL – 16-17

Opening Date:  October 23, 2015
Closing Date:  November 12, 2015

Position:  Child & Family Services Supervisor
Immediate Supervisor:  Child & Family Services Program Manager
Condition of Employment:  Regular Full-Time
Salary Grade:  19 Entry ($20.03)

ORGANIZATIONAL LOCATION & DUTY STATION: Human Services Department, located in Winnebago, Nebraska 68071

HOW TO APPLY: Applicants must submit the following applicable documents to: Winnebago Tribe of Nebraska. ATTENTION: Personnel Office, P.O. Box 687 Winnebago, Nebraska 68071. For further information on this vacancy, call Patricia Medina, Personnel Officer at 402-878-3128. Applicants must submit a letter of application for the SPECIFIC position applied for, with a complete resume including cover letter and two (2) letters of reference OR a letter of application with a completed application form and two (2) letters of reference. If claiming Indian preference, verification of Indian quantum and/or veteran status must be confirmed. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. Applications and required documents must be received by the Personnel Office NO LATER THAN THE CLOSING DATE: FAILURE TO SUBMIT THE REQUIRED DOCUMENTS BY CLOSING DATE WILL RESULT IN NOT BEING CONSIDERED FOR THE POSITION.

NATURE OF WORK:
Under limited supervision, supervises a unit of tribal Child and Family Services workers in the provision of child protective services to include investigation and case management. Manages the social/protective casework functions and services in accordance with legal and agency requirements. Leads the CQI initiative on NFOCUS documentation. Utilize social/protective services casework principles and practices in the protection of children. Works with agency partners in the provision of services. Will be a member of the management team for the Human Services Department and perform related work as assigned.

ILLUSTRATIVE EXAMPLES OF WORK:
1. Directs the operations of a unit of Child & Family Services workers to ensure the application of program policies and plans, and facilitates through advice and consultation the resolving of problems in the delivery of investigation and casework services.
2. Plans, assigns, directs and evaluates the work of staff members including recommending personnel actions related to selection, disciplinary procedures, performance, leave of absence, grievances, work schedules and assignments to ensure efficient and effective accomplishment of work.
3. Trains staff in the policies and procedures of social protective casework to improve and maintain job performance levels and meet standards through exposure of necessary job knowledge and abilities.
4. Coordinates case conferences for case assessment, consideration of case problems, case planning and/or determination of legal requirements prior to disposition and assignment to staff.
5. Monitors record keeping of caseload statistics on service provisions and other functions which impact casework programs and submits this information to higher level management to ensure documentation, communication, and supervisory requirements are met.

6. Consults with other agency staff members and supervisors on determining the allocation of staff members and other resources to ensure coordination of agency actions and decisions and to achieve the goals and objectives of the agency programs and services.

7. Confers with professionals in other agencies/organizations, court staff, law enforcement staff and interested individuals in the community to promote and develop community resources and awareness of social welfare problems.

8. Plans and provides social/protective casework services to customers to handle individual complex and difficult cases and to ensure the needs of the customers are met.

9. Supervises the Continuous Quality Improvement initiative through knowledge and expertise in the functionality and use of N-FOCUS documentation and analysis.

10. Participates in the continuous development of tribally specific child welfare strategies and supports for children and families served, and supervises implementation of new, innovative, and culturally appropriate programming.

11. Attend meetings and training as assigned. May be invited to engage in public speaking, group work, and networking opportunities with other agencies.

12. Supervise the timely and accurate input of NFOCUS documentation for all CFS clients. Ensure all documentation and case files are complete and process placement payments accordingly.

13. Develop agency partnerships and supervise the procurement of specialized services for children and their families.

14. Serve as back up and the point of contact regarding on-call services (24 hours) provided by the program.

15. Serves as a member of the Human Services Department Management Team, and participates in the development of department policies pertinent to overall organizational management, resource development planning, financial management and service coordination.

16. Complete other related duties when assigned.

QUALIFICATIONS:

1. Bachelor’s Degree in Social Work or related field with two years of experience in direct case management services to children and families or comparable combination of education and experience is required. Master’s degree in Social Work with one year of experience in direct case management services to children and families is preferred.

2. Must possess a valid driver’s license, maintain valid insurance, and be insurable under the Tribe’s insurance policy.

3. Must have excellent communication skills including the ability to communicate electronically, on paper and in person with customers, co-workers, supervisors, and staff.

4. Must be able to work effectively with community services providers, law enforcement, legal systems, vulnerable adults, families and/or advocates, and treat people with dignity.

5. Must be timely, dependable, courteous, and maintain a business-like appearance.

6. Must be able to operate basic computer software and hardware. NFOCUS experience is required. Experience with other child welfare data systems may be considered.

7. Knowledge of the principles and techniques of supervision, training methods and procedures, work performance/standards of development, and employee performance evaluation, and be able to plan, assign, direct, and evaluate the work of subordinate staff.

8. Knowledge of the principles and practices of direct case management including assessment, analyzing critical information, plan development and implementation.

9. Knowledge of federal laws and regulations concerning confidentiality, release of client information and social service delivery.

11. Knowledge of program analysis/evaluation, policy development, juvenile delinquent behaviors, and vulnerable adult issues.
12. Knowledge of Winnebago culture and traditions is highly desirable and a willingness to learn is required.
13. Skill in interviewing customers to collect and elicit essential information, and assess customer needs and progress.
14. Ability to respond flexibly and adapt to new or changing circumstances while managing time and workflow of oneself and others to meet deadlines.
15. Ability to understand and interpret psychological, medical and legal reports.
16. Must be of good moral character. Will be required to pass a federal background check and submit to pre-employment drug testing.

All applicants will comply with 45 CFR 1301; Subpart D, Section 1301.31, C and D, which require all prospective employees to sign a declaration prior to employment regarding all arrests and convictions of child abuse or violent felonies, and to comply with PL 101-630 and PL 101-637 regarding criminal record check.

Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. In the absence of qualified Indian applicants considerations shall be given to applicants without regard to race, color, religion, sex, national origin, age marital, or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

[Signature]  
[Date]  
JOB CLEARANCE SIGNATURE  
DATE