JOB DESCRIPTION

JOB TITLE: Social Worker

DEPARTMENT: Family Services

DUTIES AND RESPONSIBILITIES:
- Provide services to Indian families in need of assistance.
- Manage cases, which include preparing case records, summaries, special and routine reports and other records including individual case plans.
- Provide court reports, recommendations, and testimony to Court.
- Arrange and facilitate family group decision-making meetings.
- Establish goals and outcomes with clients and monitor progress on a monthly basis.
- Counsel clients and provide referrals for other services as necessary for children at risk of out-of-home placement.
- Provide information to families in the community, which will help prevent child abuse/neglect and improve family functioning.
- Assist with child abuse assessments involving Indian children.
- Work with schools, agencies and other offices as required for case management.
- Prepare monthly, quarterly and annual reports as required.
- Assist with needs assessment and research necessary to further develop the Family Services Department.
- Other duties as assigned.

REQUIREMENTS:
- Bachelor’s Degree in Social Work and two years of experience in social services case management OR an equivalent combination of education and experience. Prefer Master’s Degree in Social Work.
- Must possess or be eligible for social work licensure by the State of Iowa.
- Must have excellent counseling, communication, and interviewing skills.
- Must possess a valid driver’s license.
- Must be proficient in computer skills.
- Must be willing to work and be on call evenings and weekends.
- Willingness to learn and incorporate skills in the cultural context of the Meskwaki community.
- Must submit to and successfully complete a background investigation.

SUPERVISION:
- Direct supervision by the Family Services Director

SALARY LEVEL:
- 40 hours per week
- Annual Salary Range is $38,209-$48,401