

# SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

**JOB TITLE:** ICW FAMILY SERVICES SPECIALIST  
**DEPARTMENT:** HEALTH AND SOCIAL SERVICES  
**SUPERVISOR:** HEALTH AND SOCIAL SERVICES DIRECTOR  
**STATUS:** SALARIED/EXEMPT

## Summary

Aids parents with child rearing problems and children and youth with difficulties in social adjustments: Investigates home conditions to protect children from harmful environment. Evaluates children's physical and psychological makeup to determine needs. Refers child and parent or guardian to community resources according to needs of child. Evaluates placement home environmental factors and personal characteristics of placement applicants to determine suitability of foster home and placement applicants. Places and is responsible for children and their well-being in foster or placement homes, institutions, and medical treatment centers. Counsels children and parents, guardians, foster parents, or institution staff, concerning adjustment to foster home situation, plans for child's care, interactional behavior modifications needed, or rehabilitation. Works with parents and children to obtain reunification with the parents and children.

## Essential Duties and Responsibilities

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- The ultimate responsibility of the ICW/Family services specialist is to make all reasonable attempts to reunify the family.
- Identify ways to assist family in getting services that are prudent for reunification.
- Counsels individuals or family members regarding behavior changes, rehabilitation, social adjustments, financial assistance, vocational training, childcare, or medical care.
- Counsels parents with child rearing problems and children and youth with difficulties in social changes.
- Interviews individuals to assess social and emotional capabilities, physical and mental impairments, and financial needs.
- Refers clients to the tribe to access community resources for needed assistance.
- Arranges for day care, prenatal care, and child planning programs for clients in need of such services.
- Leads group counseling sessions to provide support in such areas as grief, stress, or chemical dependency.
- Counsels students whose behavior, school progress, or mental or physical impairment indicates need for assistance or probable abuse or neglect.
- Arranges for medical, psychiatric, and other tests that may disclose cause of difficulties and indicate remedial measures.

- Consults with parents, teachers, and other school personnel to determine causes of problems and effect solutions.
- Serves as liaison between student, home, school, family service agencies, child guidance clinics, courts, and protective services, doctors, and tribal members.
- Serves clients that aged out of direct care and are seeking services in independent living.
- Other duties as assigned.

### **Qualifications**

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

### **Education and/or Experience**

- Bachelor's degree in one of the human behavioral science fields.
- Two years of full-time professional social casework experience acquired after the degree, in a public or private Social Services Agency, in an assignment appropriate to the position.
- One year of the required experience must be full journey level work.
- Education may substitute for the required education and experience.
- Must be educated in tribal court systems, the family code and law and order code of Sauk-Suiattle tribe and other tribes or court systems to best protect our tribal youth.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Word Processing Software.

### **Certificates, Licenses, Registrations**

- First Aid, CPR and Blood Pathogens Certification
- ICWA Certification class, and other certifications such as appropriate classes as required by the SSIT Health and Social Services Department.
- Food Handlers Certification

### **Background Check**

Selected candidate must first pass background check before eligible to begin employment in accordance with SSIT policy.

### **Physical Demands/Work Environment**

While performing the duties of this job, the employee may be required to sit, stand, walk, reach with arms, climb or balance, stoop, kneel, or crouch for extended periods of time. The workplace, while filled with opportunities for growth, has the potential for high stress and emotional incidents involving the community and children. In addition, there is a level of confidentiality that is maintained within the ICW/HSS department. You may come across files that have sensitive and heinous subject matter towards children. The ICW/Family Services Specialist must be able to deal with high stress and extremely

sensitive situations or cases. The hours are very unusual, and the worker must be available all hours of the day and night to manage emergency cases.

**Culturally Sensitive Workplace**

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of The Sauk-Suiattle Indian Tribe.

**Drug Free Workplace**

The Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment urinalysis.

**NATIVE AMERICAN AND VETERNS PREFERENCE APPLIES.**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*