



Cow Creek Government Office

Position Description

Position Title: Child Welfare Case Manager

Department: Human Services

Reports To: Human Services Director

FLSA Designation: non-exempt

Date Written/Revised: 10/18/2019

POSITION PURPOSE:

The Child Welfare Case Manager will provide case management for internal child welfare cases and State ICWA cases involving tribal children. The Child Welfare Case Manager is responsible for managing and providing reunification, supportive and preventative services and oversight of or internal and state involved cases by providing intake, ongoing and permanency planning for Cow Creek Tribal children. The case manager will work closely with all Tribal Departments and services as well as state agencies and community partners to provide safety for children.

ESSENTIAL FUNCTIONS:

- Provide all of the essential functions necessary for management of Tribal Child Welfare and state involved cases to assess, provide services and ensure safety of Cow Creek Tribal children.
- Respond immediately to internal and state child welfare referrals.
- Work closely with tribal and state agencies and community partners to implement child safety protocol on ICWA cases by consulting with the state and tribal affairs, consultation with legal parties, attending tribal and state court hearings, tribal and state meetings that require travel, and all other duties required for insuring child safety.
- Conduct intake and develop individualized case plans and provide services to mitigate child safety issues by providing services throughout the life of the case and prevention services as necessary.
- Management of funding and grants by meeting grant reporting requirements by providing timely reports, and following the conditions of the grant.
- Work closely with parents, relatives and foster parents to ensure a safe environment that meets child safety standards.
- Maintain accurate documentation and case records and outcomes as well as other services and confidentiality in accordance with Child Welfare guidelines.
- Actively participate in staff meetings and trainings.
- Adhere to strict boundaries and professional ethics in the care of others.
- Attend all required training/education related to duties and grant reporting requirements.
- Provide timely grant reports and work with the grant manager to remain in compliance with grant requirements.
- Be available 24/7 for crisis intervention.

QUALIFICATIONS:

- Master Degree Preferred /Bachelor Degree Required in Human Service field (psychology, counseling, social work, etc.).
- Experience in a social service agency providing direct services to clients AND working knowledge of case management systems and case planning techniques;
- Experience working successfully with multiple community partners;
- Working knowledge of trauma-informed care;
- Knowledge of ICWA Child Welfare assessment, services and interventions;
- Knowledge of intake procedures.