Cow Creek Government Office

Child Welfare Program Assistant

Job Code: 1423
Department: Human Services
Location: Roseburg, Oregon
Minimum Hourly: $17.64

POSITION PURPOSE:
The Child Welfare Program Assistant will provide support for Child Welfare Case Management staff for internal child welfare cases and State ICWA cases involving Tribal children.

ESSENTIAL FUNCTIONS:
- Provide all the essential functions necessary for assisting the Tribal Child Welfare Case Managers to provide supervised visitation, case notes, in home services, transportation, document filing, gather information and prepare documents to ensure safety of Cow Creek Children.
- Work closely with tribal and state agencies and community partners to implement child safety protocol on ICWA cases by attending tribal and state court hearings, tribal and state meetings that require travel, and all other duties required for to assist in providing child safety.
- 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.
- Adhere to strict boundaries and professional ethics in the care of others.
- Provide timely reports and work with the managers to remain in compliance with grant requirements.
- Be available 24/7 for crisis intervention.

QUALIFICATIONS:
- Associates 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 child abuse and family systems**.**
- Current Oregon Driver's License with the ability to qualify for the Cow Creek Government Office's Drivers Program.