

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2015-05

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Social Services Specialist (2 Positions)
OPENING DATE: January 16, 2015
CLOSING DATE: Open until Filled
DEPARTMENT: Laguna Social Services
SALARY RANGE: NE-10; \$28,371 - \$42,578

Position Summary:

Under general direction of the Social Services Program Manager, provides a variety of child protective, elderly, and family services. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Performs initial screening to determine eligibility of services; conducts intake and orients new clients.
- Responds to crisis calls; forwards all acquired information and notification to Social Services Manager.
- Determines the urgency and risk level of referrals involving abuse, neglect, or endangerment.
- Investigates reports alleging abuse or neglect in conjunction with law enforcement.
- Determines appropriate action to ensure safety of individual(s); identifies and prioritizes needs; establishes treatment goals and/or service plans; creates an action plan to achieve goals, and provides resources to individuals.
- Provides preventive or restorative services; substitute and protective services; arranges client appointments.
- Arranges for substitute care, out-of-home placement, or temporary placement for children and/or adults.
- Obtains psychological, medical, behavioral, and other pertinent information to develop initial treatment/service plan
- Supervises visits between individuals; monitors individual's progress in substitute care.
- Observes and evaluates home conditions; assesses needs of families where children have been removed from home.
- Evaluates foster home applicants; interviews families and references; observes and evaluates home conditions.
- Prepares home study narratives; recommends for or against certification/recertification.
- Plans and conducts foster home recruitment activities, pre-adoption training sessions; provides orientation/ training for foster parents; addresses complaints and concerns of foster parents.
- Develops permanent placement plans for children in substitute care, including adoption.
- Makes recommendations; prepares written case status summaries, documents client activities, and case narratives.
- Provides documentation to attorneys for presentation to applicable courts for judicial reviews.
- Develops and maintains comprehensive files on clients/caseload; Attends client case staffing.
- Maintains professional knowledge by conducting research, attending relevant workshops and conferences.
- Contributes to a team effort and makes individual effort to support Workforce Excellence concepts and values.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in social work, psychology, or studies in social behaviors plus two years of experience in the field of social service which may have included working with abused or neglected children, is required.

Licensed/Clinical Social Worker preferred. Fluency in the Laguna language preferred. Must meet standards of character mandated by PL 101-630 (Title 25, Chapter 34, § 3207) through a background investigation and fingerprint check.

Background Investigation Requirements:

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of applicable laws, regulations, and requirements, including the Laguna Children's Code, Pueblo of Laguna Constitution, Laguna Criminal Code and the Pueblo's judicial system.
- Knowledge of the effects and consequences of abuse and neglect.
- Knowledge of case management and crisis intervention.
- Knowledge of records management procedures.
- Ability to effectively communicate, both verbally and in writing.
- Ability to maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work effectively with individuals and demonstrate leadership and team-building skills.
- Ability to maintain confidentiality and to demonstrate moral character.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work extended hours and various work schedules including a 24-hour on-call basis as required.
- Ability to make solid decisions and exercise independent judgment.
- Ability to analyze situations, adopt appropriate courses of action; define problems and draw valid conclusions.
- Ability to prepare accurate reports and draft legal memoranda; present detailed and objective oral presentations.
- Ability to accept the stresses and time demands of working with families involved in abuse/neglect situations.
- Skill in conducting interviews with empathy and enthusiasm.
- Must be eligible for licensure through the State of New Mexico Board of Social Work.
- CPR and First Aid Certification required or must be obtained within three months of employment

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.