

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2018-14**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

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| <b>POSITION:</b>     | <b>Social Services Specialist I</b>                  |
| <b>OPENING DATE:</b> | <b>February 16, 2018</b>                             |
| <b>CLOSING DATE:</b> | <b>Open Until Filled</b>                             |
| <b>DEPARTMENT:</b>   | <b>Community Health and Wellness/Social Services</b> |
| <b>SALARY RANGE:</b> | <b>NE-10; \$29,682 - \$44,512</b>                    |

**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 appropriateness and eligibility of services; conducts intake and orients new clients.
- Responds to crisis calls; forwards all acquired information and notification to Social Services Manager for appropriate follow up.
- Determines the urgency and risk level of referrals involving abuse, neglect, or endangerment.
- Investigates reports alleging abuse or neglect in conjunction with law enforcement; conducts a comprehensive risk assessment to determine validity of reports.
- 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; provides resources and refers client to other service providers as needed,
- Arranges for out-of-home placement, or temporary placement for children and/or adults; attends screening and pre-placement visits.
- Coordinates psychological, school, medical, behavioral, and other pertinent information to develop initial treatment/service plan.
- Supervises visits between children in Laguna Social Service Program care and parents; monitors/assesses progress and compliance with services.
- Observes and evaluates home conditions and assesses needs of families where children have been removed from home; prepares treatment/service agreements outlining conduct and involvement expected of parents for children's return; develops reunification plans if appropriate. Conducts regular home visits to assess client progress and adherence to treatment/service plans.
- Evaluates foster home applicants; interviews families and references; observes and evaluates home conditions; assesses for further action/approval; provides follow up visits to approved families.
- Prepares home study narratives; recommends for or against certification/recertification.
- Plans and conducts foster home recruitment activities, pre-adoption training sessions, and provides orientation and training for foster parents; addresses complaints and concerns of foster parents regarding children in their care.
- Develops permanent placement plans for children in out-of-home placement, including adoption.
- Makes recommendations; prepares written case status summaries, documents client activities, and case narratives for case files of each child in out-of-home care;
- Prepares court reports to be submitted to attorneys for presentation to applicable court(s) of jurisdiction.
- Testifies in court as needed to justify safety and risk to child/children in out-of-home placement.
- Develops and maintains comprehensive files on clients/caseload.
- Maintains professional knowledge by conducting research, attending relevant workshops and conferences. Establishes network with like programs.
- Attends client case staffing.
- Works on a rotational 24-hour on-call schedule.
- Obtains CPR and First Aid Certifications within three months of hire; maintains certifications throughout employment.
- 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 required. Two years of experience in the field of social service which included working with abused or neglected children required. Licensed Bachelor of Social Work (LBSW) or Licensed Master of Social Work (LMSW) credentials or eligibility for licensure preferred. CPR and First Aid Certifications preferred; must obtain within three months of hire. Fluency in the Laguna language preferred. Must meet standards of character mandated by PL 101-630 (Title 25, Chapter 34, § 3207), Indian Child Protection and Family Violence Prevention Act.

## Job Announcement No. 2018-14 Social Services Specialist I

### **Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Social Services Specialist I is designated as a High Risk Public Trust (HRT) position.

| 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, and Skills:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- 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. Fluency in the Laguna language highly preferred.
- Ability to interact and 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 work within a highly complex and structured environment while maintaining a creative and flexible problem-solving approach with clients.
- Ability to maintain confidentiality and to demonstrate moral character.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work extended hours, various work schedules; and on a rotational 24-hour on-call schedule.
- Ability to make solid decisions and exercise independent judgment; make effective decisions in emergency situations.
- Ability to analyze situations and adopt appropriate courses of action; define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate and legible reports and draft legal memoranda; present detailed, accurate, and objective oral presentations.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with children and families involved in abuse and neglect situations.
- Skill in conducting interviews with empathy and enthusiasm.
- Skill in computer use including Word, Excel, Outlook, and software unique to program.
- Must be eligible for licensure through the State of New Mexico Board of Social Work Examiners.

### **Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://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](mailto: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 Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**