Job Title: ICWA/CFS Caseworker

Location: Mashpee Wampanoag Government and Community Building

Reports To: ICWA/CFS Manager

Status: Full-Time (35 hours per week plus benefits)

Salary Range: $25-30 per hour

Summary: The Caseworker provides assistance to Tribal families to improve their social and economic home environment; to protect children and their families so as to maximize the family’s well-being. Responsibilities will include assessing the families safety, abuse/neglect and to be aware of any signs of danger in the family; Assess the family strengthens and their weaknesses, along with the family’s capabilities. Must have a strong desire to help others. Advises and aids individuals and tribal families requiring assistance in compliance with Indian Child Welfare Act (ICWA). Caseworker must be able to provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children.

Essential Duties and Responsibilities:

- Conducts screening to determine eligibility for services
- Secures information such as medical, psychological, and social factors contributing to client’s situation, and evaluates these factors and client’s capacities.
- Work in coordination with all appropriate departments and participate in the team effort to support MWT families and their children.
- Advises client individually, in family, or in other small group settings regarding plans for meeting needs, and aids client to mobilize internal capacities and environmental resources to improve social functioning.
- Refers clients to community resources and other organizations. Coordinate available resources to meet clients’ families’ needs.
- Compiles records and prepares reports and disseminates information. Ensure case plans are keep accurate and current. Participate in regular case file reviews. Documents case contacts and maintains case files.
- Accesses and records client and community resource information.
• Secures supplementary information such as employment, medical records, or school reports.
• Attend and participate in court hearings as necessary.
• Identifies problems or barriers faced by clients such as personal and family adjustments, finances, employment, food, clothing, housing, and physical and mental impairments to determine nature and degree of problem.
• Promotes and coordinates activities of agencies, groups and individuals to meet identified needs.
• Expected to make monthly home visits to our families.
• Interprets needs, programs, and services to agencies, groups, and individuals involved and provides assistance.
• Stays informed of all internal and external programs available for Tribal Members that will enhance their quality of life.
• Maintains contact with representatives of other organizations to exchange and update information on resources and services available.
• Maintains accurate case records of assessment, activities, and plans; write summaries, reports, and correspondences.
• Evaluate service needs and assist in research and development of resources to meet service needs.
• Remain current on issues related to services for families, children, and the Tribe; and Federal or State legislation or regulations in relation to social service delivery.
• Collaborates with the Department of Children & Families (DCF) ICWA trainings and presentations.
• Maintains strict client confidentiality and becomes familiar with Indian Child Welfare Act.

**Competencies:**
To perform the job successfully, and individual should demonstrate the following competencies:

• Possess ability to work cooperatively with internal and external agencies and bureaucratic procedures.
• Identifies and resolves problems in a timely manner.
• Manages difficult or emotional customer situations; responds promptly to customer needs and responds to request for services and assistance.
• Maintains confidentiality.
• Speaks clearly and persuasively in positive or negative situations.
• Writes clearly and informatively; edits work for spelling and grammar.
• Shows respect and sensitivity to Tribal citizens and Native American culture.
• Works with integrity and ethically.
• Follows policies and procedures.
• Adapts to changes in the work environment.
• Is consistently at work and on time.
• Follows instructions, responds to management direction.
• Exhibits sound and accurate judgment.
• Reacts well under pressure.
• Treats others with respect and consideration, regardless of their status or position.
• Other duties may be assigned.
Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:
Minimum Bachelor’s Degree in Social Work, Human Services, or a related field. Master’s Degree in Social Work preferred. State Licensure in Social Work (LSW) desired. 2 or more years of experience in social work or related field required. Must have some knowledge of Indian Country.

Additional Requirement:
Must possess a valid driver’s license.
Must pass a criminal background check and drug-screening.

Please send Resume and Cover Letter to:
Human Resources Management
Mashpee Wampanoag Tribe
483 Great Neck Road South
Mashpee, MA 02649
or
Kayla.Gomes@mwtribe-nsn.gov

Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.A., Section 472)