



# ELKO BAND COUNCIL

## \*\*\* JOB ANNOUNCEMENT \*\*\*

**TITLE:** Social Worker  
**SALARY:** \$16.00 - \$26.00 DOE Full-Time (Exempt Position)  
**OPEN DATE:** February 24, 2022  
**DATE CLOSED:** March 04, 2022

### DEFINITION:

Under direct supervision of Administrator. Provides Child Welfare and family casework. Supervisor of ICWA Coordinator and Social Services Assistant Makes determination of eligibility, supervises, maintains, and monitors all fiscal records, client records, and program operations for Indian General Assistance, Child Welfare and Miscellaneous Assistance programs of Social Services.

### TYPICAL DUTIES:

- Develops casework plans and referrals for rehabilitating re-motivation of clients, and reunification of children and families.
- Evaluate facilities and arranges for placement, payment, monitoring and transportation of children or adults in permanent or temporary out-of-home care, nursing homes, and treatment centers.
- Represents the Department of Social Services in Tribal, County, State and Federal Courts, Child Protection Team meetings, Child Abuse Oversight Committee, Adult Protective Services, Bureau of Indian Affairs Social Service meetings, and other local committees that deal with children and adults.
- Work closely with local, county, state, and federal law enforcement in providing follow-up and monitoring of all child abuse cases.
- Provides casework services to fulfill demands concerning complex problems of children and adults, and records and maintain individuals and family histories for future references.

- Prepares case summaries and other reports, interprets policy to clients for concerned individuals and groups, and provide written documentation only when signed for or when ordered by the court.
- Computes and authorizes payments of Indian General Assistance, Child Welfare, Miscellaneous Assistance of eligible clients, and provide written documentation only when signed for or when ordered by the court.
- Coordinates services with other Tribal Social Services Programs, schools, and other local, county, state, and federal agencies for the best services for eligible clients.
- Arranges for recruitment, monitoring, payment, and certification of tribal foster homes.
- Prepares budgets, monthly, quarterly, and yearly reports, and monitors the Social Services and ICWA Programs.
- Responsible for maintaining and updating all records on individuals, families, and all programs under Social Services.
- Responsible for any other duties as assigned by immediate supervisor.
- In the absence of the Eligibility Worker and ICWA Coordinator and Secretary, be able to fill until another person is hired.

#### **KNOWLEDGE:**

Knowledge of the philosophy, history and development of welfare programs, knowledge of dynamics of groups, interpersonal relations, and social interaction, knowledge of the goals of Welfare Assistance, Child Welfare and ICWA Program, and knowledge of counseling techniques.

#### **ABILITIES:**

Ability to establish and maintain effective working relationships with families, individuals, other employees and tribes; ability to present findings and conclusions in valid clear reports, ability to accept supervision and supervise other employees under the Social Service and Indian Child Welfare Act Programs, ability to evaluate social problems of the clientele and successfully follow through the evaluations and referrals to appropriate agencies, ability to work well with general public and agencies analogous to Indian Welfare in scope; ability to interpret policy guidelines, ability or work cooperatively with the Elko Band Council, and ability to be on 24 hour call.

### **SKILLS:**

Skill in operation of a motor vehicle, skill of typing at least 50 words per minutes, have computer skills, and skill to operate a 10-key calculator, have a good telephone and fax machine skills.

### **TRAINING AND EXPERIENCE:**

Graduate from recognized college or university with a bachelor's degree in Social Work with two (2) years field experience after degree or Experience can be substituted for education in a related field.

### **SPECIAL REQUIREMENTS:**

- Must have a motor vehicle with proof of insurance along with a valid Nevada Driver's license.
- **Must provide copy of driving record from Nevada DMV.**
- Must adhere to a background check prior to interview process.
- Will submit to required drug testing
- Traveling is a requirement.
- Must comply with the Privacy Act and Confidentiality of Information as it pertains to the delivery of services.

### **INDIAN PREFERENCE:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472, and 473). However, the Elko Band Council is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of Civil Rights Act of 1964, amended in 1991.

### **APPLICATION:**

Employment applications may be obtained at the Elko Band Administration Office located at 1745 Silver Eagle Drive, Elko, NV 89801, or by calling (775) 738-8889.