



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Social Worker II Adult Protection Services
Dept./Division: Social Services/Senior Center Program
Unit: Senior Center Program
Job Family/Class: Social Services Series
Supervised By: Senior Center Program Manager
Employee Type: Hourly
Pay Grade: 21

NATURE OF WORK:

Under general supervision from the Program Manager, incumbent performs a variety of duties in providing casework services to tribal members and non-tribal members' age 18 years and over.

ESSENTIAL FUNCTIONS:

- Provide individual, family and community services that promote the well-being of Pascua Yaqui individuals and families.
- Establish and maintain regular contact with the Liogue Senior Center, Health Department, El Rio Medical Center, Yaqui Neighborhood Centers, other tribal departments and community agencies to identify service eligible populations.
- Solicit and accept referrals for adults who require assistance and/or advocacy in obtaining needed services.
- Transport, escort, and assist with translations for clients to tribal and non-tribal agencies.
- Provide casework services including programs, which include, but are not limited to the following, Social Security benefits, Veterans benefits, Food Stamps and job training programs.
- Interview the client, family, significant others and the referral source to assess needs with a regular schedule of client and collateral contacts.
- In conjunction with other the service providers, develop, coordinate and/or provide individual and/or group services that improve an individual's ability to live a successful, independent adult life.
- Maintain, monitor and update client records per departmental procedures or as required by specific contract.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Theories and principles of Social Work focusing on economic, medical and other needs of the elderly;
- Community resources to meet the needs of the clients;
- Interview and assessment techniques;
- Case management principles and practices;
- Symptoms of physical and emotional elder abuse;
- Applicable federal, state, and local laws, rules, and regulations;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

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Skills in & Ability to:

- Crisis intervention, teaching and listening;
- Problem solving;
- Interview and collect pertinent information for social, educational and environmental assessments;
- Recognize the need for professional intervention;
- Use tact, courtesy and communicate well with others, verbally and in writing;
- Manage workload and responsibilities with minimal supervision;
- Counsel and interact effectively with individuals, families, and tribal community groups
- Handle multiple priorities;
- Establish and maintain effective working relationships with employees, other agencies, and public;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Bachelor's Degree in Social Work or related field of study and two (2) years of professional experience in a Social Service agency; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

AND

- Experience in working with Native American population preferred;
- Experience with senior populations is preferred;
- Bilingual English/Spanish required.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing and seeing, repetitive motions, reaching, standing, and walking. Incumbent may be subjected to odors, poor ventilation, workspace restrictions and travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This position will require the incumbent to work, non-traditional hours, nights and weekends, and work on-call.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date