



Ho-Chunk Nation

Job Description



TITLE: Social Worker		JOB CODE: SOCW
GOVERNMENT-EMPLOYEE	EEO: 2	PAY GRADE: 13
Exempt	Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment."

POSITION OVERVIEW

The Social Worker applies best practices for Social Work in addition to maintaining a working knowledge of the Ho-Chunk Nation Child and Family Services standard operating procedures and processes, Social Workers develop and maintain a strong knowledge of Ho-Chunk values and culture. Social Workers work in collaboration with their assigned program supervisor, the children, families, adults and elders they serve, law enforcement, collateral agencies and the Department of Justice. A Social Worker is a professional who is responsible for assisting the families CFS serves with exemplary customer service in order to begin the steps to resolving past, present, and potential traumas.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Investigate reports of child, adult, and elder abuse, neglect and exploitation within 24 hours of assignment; provide ongoing case management.
2. Complete all case notes within two (2) business days.
3. Complete all court reports (within timelines established by codes), case plans (at every home visit) and required documentation in timelines established by CFS administration and Court.
4. Provide court testimony for assigned cases during each status review or six (6) month review.
5. Participate in case consults every six weeks, or as determined by supervisor.
6. Assist with other CFS programs as needed monthly.
7. Completes all documentation in timely manner, including but not limited to monthly and annual reports.

JOB RESPONSIBILITY

Job Reports to	Supervisor
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside and inside customers
Freedom to Act	Subject to regular review from supervisor



MINIMUM QUALIFICATIONS

EDUCATION:

1. Bachelor's Degree in Social Work or related field required.
2. Master's Degree in Social Work or related field is preferred.

ESSENTIAL:

1. Possess a Wisconsin Social Work Certification or License.
2. Must maintain a valid Wisconsin driver's license and insurance.
3. Must adhere to all applicable confidentiality laws.
3. Must promote a positive, non-abusive, healthy lifestyle.

EXPERIENCE:

1. One (1) to two (2) years of experience, demonstrating working knowledge of social work field of practice is preferred.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Effective time management skills with capability to prioritize high need cases or tasks.
2. Knowledge and adherence to the values, attitudes and beliefs of the Ho-Chunk people plus the willingness to continue learning.
3. Strong verbal and written communication skills in addition to strong computer skills with working knowledge of Microsoft operating systems.
4. Provide excellent customer service.
5. Able to code switch between critical needs communication and strengths/assets based communication.
6. Follow applicable policies, codes, acts, and ordinances.
7. Knowledge of laws and tribal codes associated with program of employment.
8. Knowledge of the Social Work Code of Ethics and confidentiality.
9. Knowledgeable of the Ho-Chunk Nation government structure, kinship system, and customs.
10. Knowledgeable of the Ho-Chunk Nation Trial Court procedures.

WORK PLACE RESPONSIBILITY

1. Completes all documentation in timely manner.
2. Maintains a safe and healthy work place environment.
3. Identifies safety risks for self and fellow staff and reports it to their supervisor.
4. Highly capable of working independently but also as a team member.
5. Must follow chain of command.

WORKING CONDITIONS

1. Social Worker will work in the field (60% of the time) but will have office work 40% of the time.
2. Social Worker is required to travel, sometimes during inclement weather.
3. Social Workers may be required to lift up to 50 pounds infrequently.
4. Home visits must be conducted, sometimes in unsafe environments.
5. Work hours are subject to change, requiring flexibility as needed.