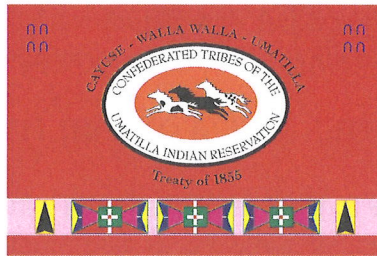


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Family Resource Specialist II

SALARY: Pay Range: 9
\$52,071.48-\$72,794.40 annual DOE/DOQ

DEPARTMENT: Department of Children and Family Services

LOCATION: Position is located at the Nixyaawii Governance Center, Mission Oregon

EMPLOYMENT STATUS: Full Time with benefits package – Based on the availability of funding
Covered Status (*Requires extensive background check and fingerprints*)
Non-Exempt

SUPERVISED BY: Director, Department of Children and Family Services

OPENING DATE: July 24, 2024

CLOSING DATE: August 2, 2024

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

This position works directly with clients and families to assure safety of children in their own home when possible and provides reasonable and active efforts to reunify children with their families through a trauma informed approach. The case worker gathers information to develop a case plan which will provide counseling,

intervention, mediation to families who are involved in the Child Welfare Program. Assist families in achieving stability and behavioral changes where child safety issues are present. Families served may include those in which children are at risk for out of home placement due to abuse or neglect as well as children currently under the jurisdiction of a dependency court as a result of abuse or neglect. This position will provide case management services to children and families which can include variable hours of instructional in-home parenting, mentoring, monitoring and connecting families to appropriate resources

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Assesses and develops family plans to promote behavioral change and promotes family stability to address child safety issues by using a strengths needs assessment philosophy to develop an appropriate plan for families.
2. Develops case plans with families and works directly with them to assist in completing service agreements.
3. Coordinates and attends family unity and provider meetings.
4. Works with service providers to assure that families are receiving appropriate services.
5. Provides direct in home services to families including parenting, home safety, budgeting life skills and appropriate community resources by meeting with families on a regular basis to provide education and hands on instruction on a variety of topics.
6. Provides information and directly connects families and youth to appropriate community resources to meet their needs.
7. Builds families capacity to provide a safe and stable environment for their children.
8. Provides Case Management to families whose children are candidates for out of home placement as well as families whose children are in an out of home placement.
9. Participates in weekly case staff meetings.
10. Assures families are connected and participating in appropriate services, treatments and benefits to promote behavioral changes and family stability.
11. Addresses safety concerns appropriately for children through the duration of the family plan/case plan.
12. Monitors progress through appropriate face to face contact, family unity meetings, and contact with service providers.
13. Coordinates visitation (supervised and unsupervised).
14. Assures case files are current and accurate. All necessary documentation is entered into CTUIR and State data bases.
15. Identifies child protective service concerns that place Tribal children at risk for out of home placement.
16. Responsible to assess child safety throughout the duration of work with the family
17. Serves as a mandatory reporter and makes appropriate referrals back to the Children & Family Services Intake investigator, CPS Investigators or other appropriate personnel.
18. Accompanies Investigators as appropriate and as needed.
19. Appears in State, Tribal, and Federal Court and provide testimony and recommendations to the Court.
20. Prepares necessary documentation for court proceedings and serves as an witness for Indian Child Welfare cases
21. Transports Clients to appointments, assists DCFS staff as needed and provides education to the community.
22. Performs a variety of other duties as assigned by supervisor within scope of Department of Children and Family Services.

SUPERVISORY AUTHORITY:

Supervises the Family Resource Specialist I and the Family Resources Assistant

SIGNATORY AUTHORITY:

Purchase Requests, and Timesheets

ACCESS TO SENSITIVE AREAS:

Candidate will require access to sensitive areas of the department and program containing sensitive documentation and material such as Case Management Files, CPS Files, and Provider files during the performance of their duties.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Bachelor's degree in social work, sociology, psychology, or counseling from an accredited university or college AND one-three years' experience in the field of child welfare case management; Provide direct case management services including developing and implementing case plans, testify in court, provide expert witness testimony; meet federal compliance standards in regards to case management, Court procedure, Court testimony and experience in providing referrals to other social service programs (TANF, Medicaid, Food Stamps, etc.)

OR

2. Associate's degree in social work, sociology, psychology, or counseling from an accredited college AND three years' experience in child welfare case management. Provide direct case management services including developing and implementing case plans, testify in court, provide expert witness testimony; meet federal compliance standards in regards to case management, Court procedure, Court testimony and experience in providing referrals to other social service programs (TANF, Medicaid, Food Stamps, etc.)

OR

3. High School Diploma and five years' experience in child welfare case management or case management related to working with youth and family services or reunification. Must be familiar with case planning, court processes, expert witness testimony, and experience in connecting clients and families to community service programs.
4. Performs work in a fast-paced and stressful environment where incumbent must multi-task to complete work assignments.
5. Requires a First Aid/CPR Certificate upon 3 months of hiring.
6. Must have the ability to work with angry or disgruntled clients in a cooperative and effective manner and to respond courteously and tactfully to complaints and client requests, and to maintain confidentiality.
7. Requires a working knowledge of current parenting practices and of the Indian Child Welfare Act.
8. Requires a working knowledge of Safety and Risk Assessment Tools.
9. Requires knowledge and sensitivity of Native American culture and values.
10. Must have ability to communicate effectively, both written and orally.
11. Requires demonstrated skills in handling crisis/hostile environments.
12. Requires working knowledge and proficiency in use of office equipment and computer software such as Microsoft Word, Excel, Power point, and Outlook.
13. Requires excellent verbal and written communication skills, business and telephone etiquette.

14. Must have the ability to work at times with minimal supervision.
15. Must have excellent organizational skills, attention to detail and record keeping skills.
16. Must have a valid state driver's license and meet tribal insurance requirements to drive GSA/tribally owned vehicles.

PHYSICAL DEMANDS:

1. Travel is required to assist and transport clients. Occasional extended travel and periodic activities beyond regular work hours will be expected.
2. Ability to sit for long hours at a computer using a keyboard and mouse and to stand and walk around for long periods of time.
3. Ability to carry and lift items up to 25 lbs. over shoulder height (This because of retrieving and replacing files up on shelves). Also be able to lift and carry children up to 40 lbs.
4. Ability to stand and walk around for long periods of time.
5. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences
The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR’s Supplemental Application Form (both sections, if applicable)
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be postmarked by the closing date.

Patricia Farrow

Approved: Patricia Farrow, Staffing & Recruitment Specialist,
Office of Human Resources

07/24/2024

Date

Employee Review and Acknowledgement

I have read the updated/current position description and understand the requirements of the position for which I meet. *(Original signature must be placed on file in the employee's personnel file/if hired for this position.)*

Employee Signature

Date