



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	Yes
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	Yes

JOB DESCRIPTION

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities.

Job Title: Social Services Specialist 2 & 3

DEPARTMENT: Social Services

POSITION SUMMARY

We're looking for a Social Service Specialist to join Family Services and ICW program to help support and protect children, youth, and families here at the Swinomish Tribe. Together, we will work toward supporting children and their families during difficult times. Our vision is that children and youth grow up safe and healthy-thriving physically, emotionally, and educationally, nurtured by the entire generational family and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Engage with children, parents/guardians, and in extended family homes, community meetings, shared planning meetings, treatment facilities, court, medical facilities, jails, etc.
- Assess parents'/guardians' commitment and potential for behavioral change necessary to meet the needs of children and ensure child safety and well-being and correct parental deficiencies.
- Provide referrals for assessments and resources.
- Assess resource needs of children and caregivers and provide placement and placement stabilization supports.
- Assess the need for alternative placements, and prepare and counsel adults and children regarding the need for placement, separation of family members, grief and loss, and steps to reunification, or other permanent plans.
- Coordinates placement decisions, services, permanency planning, and cultural support with tribes.
- Ensure the coordination, transport, and supervision of family time/visitation between children and their parents/guardians and siblings.
- Refer, coordinate, and monitor the delivery of contracted and community-based services.
- Assess the risks and dynamics of reunification, adoption, guardianship, third-party custody, or other relevant legal plans for children.
- Prepare required legal documents for court, placement, and service delivery.

MINIMUM QUALIFICATIONS

Position	Education	Experience or combination of experiences
Social Service Specialist 2	Bachelor's Degree in Social Services, Human Services, Behavioral Sciences, or an allied field.	Two (2) years of paid social service experience performing functions equivalent to a Social Service Specialist 1.
	Master's Degree in Social Services, Human Services, Behavioral Sciences, or an allied field.	One (1) year of paid social service experience performing functions equivalent to a Social Service Specialist 1. OR A completed practicum
Social Service Specialist 3	Bachelor's Degree in Social Services, Human Services, Behavioral Sciences, or an allied field.	Three (3) years of paid social service experience performing functions equivalent to a Social Service Specialist 2. AND One year of paid social service experience must include assessing risk and safety to children and providing direct family-centered practice services.
	Master's Degree in Social Services, Human Services, Behavioral Sciences, or an allied field.	Two (2) years of paid social service experience performing functions equivalent to a Social Service Specialist 2. OR A completed practicum AND One year of paid social service experience must include assessing risk and safety to children and providing direct family-centered practice services.

Qualifying Degrees: Anthropology, Child Development, Counseling, Criminal Justice, Education, Family Studies, Human Development, Human Service, Law and Justice, Psychology, Pastoral Counseling, Social Work, Sociology, Therapeutic Fields, Therapeutic Recreation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehend, interpret, and apply current applicable laws, rules, and policies on the delivery of child protective and child welfare services within the Swinomish Tribe and Washington State.
- Partner effectively with community partners and professionals to develop and maintain resource teams to support children and families.
- Develop and maintain good working relationships with the child’s caregiver (parents, foster parents, relatives, kin, or facility staff). Include caregivers in the case planning process and provide support for meeting the child’s unique needs.
- Evaluate, analyze and assess risk and safety in all cases, as defined by law and best practice, and implement appropriate procedures using the agency's preferred risk and safety assessment tools.
- Access and utilize the Tribe’s software programs.
- Ability to make critical decisions, based on the integration of information from multiple sources that may be discrepant, in high-stress situations.
- Ability to engage children and families under difficult circumstances, to gather information to make accurate and precise decisions.
- Proven ability to identify problems, develop and implement solutions.

- Ability to communicate information both orally and in writing so others will understand.
- Ability to remain calm when being confronted conflict and work to develop constructive and cooperative working relationships with others.
- Excellent verbal and written communication skills.
- Ability to successfully manage competing priorities.

WORK ENVIRONMENT AND TIME COMMITMENT:

- Work is performed at both the office and in the field.
- Work schedule is 40 hours a week.
- Work may require work in court houses, client and possibly extended family homes, and work with other departments to ensure the best service possible to children and their families.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. All offers of employment are contingent on the successful background check and completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on a criminal background check.

Employee: _____

Supervisor: _____