

# Sitka Tribe of Alaska

## Job Description

### Tribal Family Caseworker

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Exempt:	Yes	Grade: 6 (24.16--\$26.03) DOE
Benefits:	Yes	Hours: 8:00 – 4:30 p.m.
Department:	Social Services	Reports to: Social Services Director
Prepared by:	Social Services Director	Approved by: General Manager

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#### I. SUMMARY:

This position serves as a generalist by providing culturally relevant services to tribal citizens with a variety of functions and responsibilities. One function is to serve as a resource and support for our tribal elder and vulnerable tribal population. Another function is to serve as another department resource in providing prevention services in tribal homes and in the community.

#### II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

##### A. Program Responsibilities

- Assist tribal elders and other vulnerable populations with information and referrals to community, state and federal resources including direct support in completing applications and connecting with agencies
- Conduct educational and outreach campaigns about mandated reporting for elder and vulnerable population abuse and neglect
- Work collaboratively with the State of Alaska Adult Protective Services Division on mandating reporting and discussing specific protective cases to assist in securing resources for specific tribal individuals which may include petitioning the State court for guardianship or conservatorship
- Assist tribal citizens with the completion of advance directives or power of attorney forms
- Coordinate healthy, safe, and social community activities for tribal citizens including specifically to elders, tribal families, and STA staff
- Write a quarterly newsletter for and with tribal elders about family, cultural stories, information, or event updates
- Work closely with social services staff to assist in providing specific prevention curriculum services for tribal children and their families in the home and the community
- Adhere to confidentiality requirements of social services information and programs
- Maintain electronic documentation of interactions with clients served
- Perform other duties as assigned and work as an integral part of the department filling-in as needs arise

##### B. Meetings, STA Reporting and Professional Conduct

- Attend meetings as necessary to represent the department, including but not limited to:
- STA all staff meetings

- Social Services department meetings
- Any special council meetings or committee meetings as needed for input
- Staff events such as assisting with herring egg distributions, annual picnic, parades, and other all-staff events that arise throughout the year
- Always maintain a professional appearance in the community
- Keep Social Services Director informed concerning work progress with consistent check-ins and communication about work activities
- Maintain a professional appearance in the community
- Maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal citizens, the public and the media
- Follow the expectations outlined in the STA Employee Handbook

### **III. MINIMUM QUALIFICATIONS:**

#### **A. Education and work experience**

- Bachelor's degree in the human services field preferred. May substitute an associate degree with 2 years of experience and be willing to pursue a bachelor's degree with support from the Director of Social Services as the budget and time allow

#### **B. Knowledge, Skills and Abilities**

- Strong written and oral communication skills.
- Ability to handle multiple tasks and work under short timeframes.
- Ability to handle confidential information with tact and discretion.
- Knowledge of the history of Sitka and a solid understand of the native community in Sitka, including clan structure, or willingness to learn.
- Intermediate level of computer skills and at least one-year experience using Microsoft Word, Excel, and a formal email and electronic calendar program
- Ability to work independently with brief verbal instruction.
- Must be able to work flexible hours to meet deadline and client needs.
- Must possess a valid Alaska State Driver's License or have the ability to attain one.

#### **C. Criminal Background Check**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense;
- Who has been found guilty of or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, sexual assault, molestation, exploitation, contact, or prostitution;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness; or
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or child.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

### **III. D. Drug and Alcohol-Free Workplace:**

Drug and Alcohol-Free Workplace. This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

### **IV. IV. PREFERENCE**

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.