



## BRISTOL BAY NATIVE ASSOCIATION POSITION DESCRIPTION

### POSITION TITLE: CASEWORKER I-IV; CHILDREN'S SERVICES DIVISION

**OBJECTIVE:** Provide Indian Child Welfare Act (ICWA) casework. Local prevention activities, ICWA case management, service development and administrative duties fit within a comprehensive range of social service programs in accordance with the Family Services Department: Children's Services Division Mission Statement the Caseworker provides services to Tribal members and Bristol Bay residents (individuals, children, families, Tribes, and communities) to promote in-home family unification and enhance family and community well-being.

**QUALIFICATIONS:** This position description is structured as a platform for simultaneous recruitment of entry level as well as advanced skills within Bristol Bay's diverse workforce. Duties and responsibilities will be assigned a Level between I-IV, based on the caseworker's education, experience, and responsibilities. The platform allows consideration of entry level (Caseworker I) appointments which typically involve family prevention activities, helping people with assistance applications and on the job training through gradual introduction to casework (Caseworker II). Levels III and IV require a higher level of experience / education to perform complex casework and management responsibilities. Recruitment outcomes will vary by the qualifications of candidates that apply as well as the needs of each individual tribe.

Candidates must meet the eligibility criteria of the Alaska Barrier Crimes regulations as a prerequisite to hiring and continued employment. Requires background check including fingerprints. **Education / Experience:** Caseworker I: High School Graduate/GED; Caseworker II: AA Degree or 2 years of progressive experience with casework. Caseworker III: AA or specialized certificate or training and at least a year of casework experience or achieved 3 years of progressive casework experience. Caseworker IV: BA or 4 years of progressive experience in field and supervisory experience. At BBNA's discretion a certain education/experience may not be required if, in the opinion of BBNA a particular candidate possesses significant offsetting characteristics, such as past accomplishments or estimate of future potential. Familiarity with Bristol Bay region, people, and cultures. **Other:** Demonstrated ability to achieve Job Results as described in attachments for levels I-IV.

### JOB RESULTS:

#### Developing and maintaining a knowledge of important linkages to ICWA Casework.

- Understanding the Federal Indian Child Welfare Act regulations, State of Alaska regulations concerning child abuse/neglect and the child in need of aid court proceedings; Mandatory reporting regulations; State of Alaska foster care licensing regulations



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- Understanding the structure of the Family Services Department programs: Aging & Disabilities Division (Aging & Disabilities Resource Center, Elderly Nutrition, Respite, Homemaker/Chore); Children's Services Division, (ICWA, Title IV-B Sub-Parts 1 & 2, Title IV-E, Alaska Child Welfare Compact); Family Wellness Division, (Grants to Indian Tribal Governments, Sexual Assault/Domestic Violence, Family Violence Prevention, Regional Food Bank, SeaShare, American Seafoods, Wellness: A Circle of Life Program, Men's Services Program, and Re-Entry Program) and the local area
- Becoming familiar with Title IV-B and IV-E programs, Domestic Violence Prevention, Food Bank, Wellness: A Circle of Life, Child Welfare Compact, the 'Net' concept, and other social service programs.
- Knowing the programs and services available within the region: Work Force Development programs- TANF, LIHEAP, Childcare, General Assistance, Vocational Rehabilitation, Higher Education, BBAHC services- Jake's Place, Bristol Bay Counseling Center, Child Advocacy Center; SAFE; and other services and programs
- Participating in required trainings/workshops which focus on adult sexual assault and domestic violence: Basic Orientation for Advocacy Training (BOAT)/Cross Training.
- Understanding the Code of Ethics as established by the National Association of Social Workers as these are used as a department guideline.

### **Keeps Management Informed by**

- Each Caseworker position has an important role in recordkeeping and reporting to document services for funding agencies and for efficient service delivery. Caseworkers will help ensure client files have all the necessary documentation and are in the proper order so accurate information can be retrieved quickly and reliably.

### **Travel In/Out of region**

- Travelling if directed, to communities for home visits with children and families of open ICWA cases to work with children in care and with families with placement, including parents who are on a trial home visit, open for services, licensed foster parents, relative placements, and/or tribally approved placements.
- Traveling for mandatory face-to-face meetings/trainings. (1-2 X per year)
- Fully participating in a manner of professional conduct while in travel status.
- Ensuring that any travel is well-planned and scheduled according to BBNA policy.

### **Protect program integrity and client privacy by**

- Agreeing with BBNA's policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.
- Delivering services in a manner that is respectful of culture, ethics, and professionalism.



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### Contributes to overall team effort by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

### WAGE:

- Caseworker I - \$17.74/hr. (\$34,601/yr) - \$24.84/hr. (\$48,441/yr)
- Caseworker II - \$21.47/hr. (\$41,867/yr) - \$27.33/hr. (\$58,614/yr)
- Caseworker III - \$23.62/hr. (\$46,054/yr) - \$33.06/hr. (\$64,475/yr)
- Caseworker IV - \$24.94/hr. (\$48,633/yr) - \$37.41/hr. (\$72,949/yr)

**REPORTS TO:** Children's Services Division Manager

**DUTY STATION:** Bristol Bay Region

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Employee Acknowledgment

Date

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Supervisors' Signature

Date

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Director of Human Resources

Date

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President & Chief Executive Officer

Date



## BRISTOL BAY NATIVE ASSOCIATION POSITION DESCRIPTION

### CASEWORKER I; CHILDREN SERVICES DIVISION

Provides family activities and general services to Tribal members and Bristol Bay residents (individuals, children, families, tribes, and communities) to promote and enhance family and community wellbeing.

#### **Achieves Program Goals and Objectives by**

- Helping clients to fill out applications for supportive services, i.e., BIA General Assistance, housing, Public Assistance, Medicaid, Food Bank, Childcare, Denali Kidcare, etc.
- Organizing family events such as cultural activities, crafts, subsistence, and other activities, which provide a healthy, safe environment for children and families.
- Providing outreach that encourages at-risk families to join activities and learn about services.
- Recruitment of foster/resource homes.
- Conducting home visits upon request with supervisory consultation.
- Working with the Community Wellness Committee/Child Protection Team to help get services to families.
- Following protocols for Mandatory Reporting when appropriate.
- Provide outreach and/or intervention services specific to adult victims of sexual assault and/or domestic violence
- Participating in mandatory monthly ICWA Compliance teleconferences
- Helping in the role of liaison for the Tribe in children's cases in the state social services system.
- Assisting with relative searches.

#### **Build community and provider partnerships by**

- Attending community gatherings to explain what the CSD Caseworker position is and give information services and the program's goals and objectives.
- Developing professional working relationships and collaborating with other service providers.
- Actively participating in the Community Wellness Committee/Child Protection Team.

#### **Keeps Management Informed by**

- Completion of a Title IV-E time study for four weeks every quarter.
- Ensuring that client files have all the necessary documentation and are in proper order so accurate information can be retrieved quickly and reliably
- Providing a written monthly activity and data report within established deadlines. Submit to BBNA supervisor with a copy given to the Tribal Council.
- Provide an oral report at regularly scheduled Tribal Council meetings.
- Meeting with village and BBNA supervisor weekly
- Meeting (by phone) with BBNA supervisor monthly to evaluate status of client casework, challenges, and numbers of program participants



## BRISTOL BAY NATIVE ASSOCIATION POSITION DESCRIPTION

### CASEWORKER II; CHILDREN SERVICES DIVISION

Provides family activities and general services to Tribal members and Bristol Bay residents (individuals, children, families, tribes, and communities) to promote and enhance family and community wellbeing. Introduction to casework by performing a minimal load of casework with close supervision. Caseload may be increased with experience as skills develop.

#### Achieves Program Goals and Objectives by

- Helping clients to fill out applications for supportive services, i.e., BIA General Assistance, housing, Public Assistance, Medicaid, Food Bank, Childcare, Denali Kidcare, etc.
- Organizing family events such as cultural activities, crafts, subsistence, and other activities, which provide a healthy, safe environment for children and families.
- Providing outreach that encourages at-risk families to join activities and learn about services.
- Recruitment of foster/resource homes.
- Providing direct casework. Some examples include:
  - Assisting in the development of OCS case plans, understanding case plans is unique to each family.
  - Attending case conferences at the request of supervisor.
  - Working cooperatively with Tribe and casework team.
  - Participating in court hearings and providing case information to possibly testify at court proceedings.
  - Meeting with family, helping family follow their case plan, referring to services, under the direction of the mentors and team.
  - Helping family members have their voices heard as case plans are being developed with OCS.
  - Helping families and foster parents get access to services.
  - Conducting home visits upon request with supervisory consultation.
  - Provide outreach and/or intervention services specific to adult victims of sexual assault and/or domestic violence.
  - Participating in the OCS monthly consultation meeting to consider *Out of Preference Placements* and help resolve with OCS by finding ICWA compliant homes.
  - Documenting casework following department procedures.
- Working with the Community Wellness Committee/Child Protection Team to help get services to families.
- Following protocols for Mandatory Reporting when appropriate.
- Helping in the role of liaison for the Tribe in children's cases in the state social services system.
- Assisting with relative searches.
- Reviewing files, to get an understanding of what is going on with a family. Case plans are different for each family. Helping get access to services for families to complete the case plan.



## BRISTOL BAY NATIVE ASSOCIATION POSITION DESCRIPTION

### **CASEWORKER II; CHILDREN SERVICES DIVISION - Continued**

#### **Build community and provider partnerships by**

- Attending community gatherings to explain what the CSD Caseworker position is and give information services and the program's goals and objectives.
- Developing professional working relationships and collaborating with other service providers.
- Actively participating in the Community Wellness Committee/Child Protection Team.

#### **Keeps Management Informed by**

- Completion of a Title IV-E time study for four weeks of every quarter.
- Ensuring that client files have all the necessary documentation and are in proper order so accurate information can be retrieved quickly and reliably
- Providing a written monthly activity and data report within established deadlines. Submit to BBNA supervisor with a copy given to the Tribal Council.
- Provide an oral report at regularly scheduled Tribal Council meetings.
- Meeting with village and BBNA supervisor weekly
- Meeting (by phone) with BBNA Casework Team monthly to evaluate status of client casework, challenges, and numbers of program participants



## BRISTOL BAY NATIVE ASSOCIATION POSITION DESCRIPTION

### CASEWORKER III; CHILDREN SERVICES DIVISION

Performs a full load of complex case management. Works collaboratively within the Children's Services Division team, to help children and families preserve safe family unification at home and support placement under the principals of the Indian Child Welfare Act.

#### Achieves Program Goals and Objectives by

- Initiating new casework following notice of need for intervention, i.e., PSRs, or an event which prevents the family from being available.
- Attending meetings with OCS, family, and other service providers.
- Conducting home visits.
- Developing case plans for child protective services, keeping case files accurate and current.
- Preparing written case histories and social summaries for referring clients to mental health, alcohol treatment programs and hospital social services as needed.
- Helping family members and foster parents get access to services, follow through, and succeed.
- Assisting clients in completing and submitting applications for financial and medical assistance services- i.e. BIA General Assistance, Public Assistance, Medicaid, Food Bank, Childcare, Denali Kidcare, etc.
- Helping family members have their voices heard as case plans are being developed with OCS.
- Coordinating available resources to meet clients' / families' needs i.e., within the Tribal Government Program, the Tribes, and Children's Services Division.
- Searches for relatives as possible options for child placement.
- Interpreting agencies' policies and regulations.
- Participating in court hearings as necessary and testifying at court proceedings.
- Acting as a liaison for the Tribe in children's cases in the state social services system.
- Interacting with different agencies locally, statewide, or nationally, to intervene in cases, i.e., participation in all case proceedings, relative searches, conducting home visits, and interaction with Tribes in Tribal Court cases.
- Participating in the OCS monthly consultation meeting to consider *Out of Preference Placements* and help resolve with OCS by finding ICWA compliant homes.
- Conducting regular case file reviews and office audits.
- Facilitating recruitment of foster/resource homes. Attending foster parent meetings and training. Participating and presenting program information.
- Working with the currently operating Tribal Courts to ensure policies and procedures are in place to provide a safe and healthy environment for the children in Tribal custody.
- Providing outreach services to at-risk families with the Community Wellness Committee/Child Protection Team
- Provide outreach and/or intervention services specific to adult victims of sexual assault and/or domestic violence.



## **BRISTOL BAY NATIVE ASSOCIATION POSTION DESCRIPTION**

### **CASEWORKER III; CHILDREN SERVICES DIVISION - Continued**

#### **Keeps Management Informed by**

- Ensuring that client database and paper files have all the necessary documentation and are in the proper order so accurate information can be retrieved quickly and reliably.
- Preparing a comprehensive monthly report
- Participating in the development of program goals and objectives for the department.



## BRISTOL BAY NATIVE ASSOCIATION POSITION DESCRIPTION

### CASEWORKER IV; CHILDREN SERVICES DIVISION

Includes complex ICWA case management along with a mentoring role for assigned local Caseworkers, typically in a regional area. Continuing service development in child abuse and neglect through close coordination with BBNA's Family Services Department, Bristol Bay Tribes, and the State of AK Office of Children's Services.

#### **Achieves Program Goals and Objectives by**

- Initiating new casework following notice of need for intervention, i.e., PSRs, or an event which prevents the family from being available.
- Attending meetings with OCS, family, and other service providers.
- Conducting home visits.
- Developing case plans for child protective services, keeping case files accurate and current.
- Preparing written case histories and social summaries for referring clients to mental health, alcohol treatment programs and hospital social services as needed.
- Helping family members and foster parents get access to services, follow through, and successful completion.
- Assisting clients in completing and submitting applications for financial and medical assistance services- i.e. BIA General Assistance, Public Assistance, Medicaid, Food Bank, Childcare, Denali Kidcare, etc.
- Helping family members have their voices heard as case plans are being developed with OCS.
- Coordinating available resources to meet clients' / families' needs i.e., within the Tribal Government Program, the Tribes, and Children's Services Division.
- Searches for relatives as possible options for child placement.
- Interpreting agencies' policies and regulations.
- Participating in court hearings as necessary and testifying at court proceedings.
- Acting as a liaison for the Tribe in children's cases in the state social services system.
- Interacting with different agencies locally, statewide, or nationally, to intervene in cases, i.e., participation in all case proceedings, relative searches, conducting home visits, and interaction with Tribes in Tribal Court cases.
- Participating in the OCS monthly consultation meeting to consider Out of Preference Placements and help resolve with OCS by finding ICWA compliant homes.
- Conducting regular case file reviews and office audits.
- Facilitating recruitment of foster/resource homes. Attending foster parent meetings and training. Participating and presenting program information.
- Working with the currently operating Tribal Courts to ensure policies and procedures are in place to provide a safe and healthy environment for the children in Tribal custody.
- Providing outreach services to at-risk families with the Community Wellness Committee/Child Protection Team.
- Provide outreach and/or intervention services specific to adult victims of sexual assault and/or domestic violence.



## BRISTOL BAY NATIVE ASSOCIATION POSITION DESCRIPTION

### CASEWORKER IV; CHILDREN SERVICES DIVISION - Continued

**Ensures the presence of well-trained, qualified case workers, through supervision and mentoring by**

- Helping staff understand the *reason* behind their job duties, how regulations apply, and how to ensure accountability for their efforts.
- Assisting and/or training staff to ensure services are delivered in a professional and ethical manner.
- Assigning duties with emphasis on opportunity for growth.
- Initiating and giving timely feedback to staff about their performance. Establishing ways for staff to monitor/evaluate their own performance.
- Helping case workers develop skills to manage job related stress that is common to social service providers that work with children and families experiencing trauma.
- Modeling professional teamwork and promoting the importance of team productivity.
- Completing Personnel documents accurately and correctly routing in a timely manner.

### **Keeps Management Informed by**

- Having oversight of client databases for clients in assigned areas and paper files to ensure necessary documentation and that data is properly stored so accurate information can be retrieved quickly and reliably.
- Preparing a comprehensive monthly report
- Participating in the development of program goals and objectives for the department.
- Meeting and communicating with Children's Services Division Manager and other Regional Caseworkers on a regular basis.