



## BRISTOL BAY NATIVE ASSOCIATION POSITION DESCRIPTION

**POSITION TITLE:** PREVENTION CASEWORKER; CHILDREN SERVICES DIVISION

**DEPARTMENT:** FAMILY SERVICES

**OBJECTIVE:** Provide Prevention activities, plan and participate in regional/local events for children, families, and prevention, work with other Family Services Department programs that support families such as Wellness: A Circle of Life, Positive Indigenous Parenting, receiving prevention referrals from the Alaska Tribal Child Welfare Compact Program and receiving OCS Protective Services Reports to work with families at risk of removal due to abuse or neglect. Understanding and operating within the NET system to provide coordinated case management and service provision in collaboration with the Workforce and Child Development Departments. 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, and families) to promote in-home family unification and enhance family and community well-being.

**QUALIFICATIONS: REGULATORY REQUIREMENTS** -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** - Required: AA or specialized certificate or training and at least a year of casework experience or achieved 3 years of progressive casework experience. Substitutions: 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. **SKILLS & ABILITIES** – Ability to meet the duties and responsibility of a Prevention Caseworker II or III as defined in the attached caseworker job duties for a II or III. Familiarity with Bristol Bay region, people, and cultures. **TECHNICAL PROFICIENCY** – Basic understanding in Microsoft 365 applications including Outlook, Word, and Excel.

### **JOB RESULTS:**

**Developing and maintaining a knowledge of important linkages to Prevention Casework by**

- Understanding the State of Alaska regulations concerning child abuse/neglect; and Mandatory reporting regulations
- Understanding the structure of the Family Services Department programs: Aging & Disabilities Division (Aging & Disabilities Resource Center, Elderly Nutrition, Respite, Homemaker/Chore, Regional Food Bank); Children's Services Division, (ICWA, Title IV-B Sub-Parts 1 & 2, Tribal Title IV-E, Alaska Tribal Child Welfare Compact); Family Wellness Division, (Grants to Indian Tribal Governments, Sexual Assault/Domestic Violence, Family Violence Prevention, Wellness: A Circle of Life Program, Tribal



## **BRISTOL BAY NATIVE ASSOCIATION POSITION DESCRIPTION**

Response Teams, Tribal Prisoner Re-Entry Program, Tribal Victims Services Program) and the local area

- Becoming familiar with Title IV-B and IV-E programs, Domestic Violence Prevention, Food Bank, Wellness Circle of Life, Child Welfare Compact, the 'Net' concept, and other social service programs.
- Knowing the programs and services available within the region, particularly those available through the NET: 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: Advocacy Training/Cross Training, Tribal Response Team Training.
- Understanding and following the Code of Ethics as established by the National Association of Social Workers as these are used as a department guideline.

### **Keep 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.

### **Meet requirements for travel in and out of region by**

- Scheduling well planned trips if necessary to provide services, participate in training, and workshops.
- Required regular travel to regional communities for service provision and collaboration with local Tribal leadership in order to facilitate prevention activities. Additional travel to conduct home visits with children and families at risk of removal, to provide support to families with children in care for reunification- including parents who are on a trial home visit, open for services, licensed foster parents, relative placements, and/or tribally approved placements.
- In person mandatory face-to-face Division meetings/trainings. (1-2 X per year)
- Fully participating in a manner of professional conduct while in travel status.

### **Monitors and improves program and service quality by**

- Participating in scheduled meetings as defined by Supervisor.



## BRISTOL BAY NATIVE ASSOCIATION POSITION DESCRIPTION

### Protect program integrity and client privacy by

- Agreeing to 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, ethical, and professional.

### Contributes to overall team effort by

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

**REPORTS TO:** DIVISION MANAGER; CHILDREN SERVICES DEPARTMENT

**DUTY STATION:** DILLINGHAM / IN-REGION

**WAGE:** \$21.42/hr (\$41,769/yr) – \$45.66/hr (\$83,460/yr)

**GRADE RANGE:** 10 - 11

**EMPLOYMENT TYPE:** FULL-TIME

**FLSA STATUS:** NON-EXEMPT

---

Employee Acknowledgement Date

---

Supervisors’ Signature Date

---

Director of Human Resources Date

---

President & Chief Executive Officer Date



## BRISTOL BAY NATIVE ASSOCIATION POSITION DESCRIPTION

### PREVENTION CASEWORKER II; CHILDREN'S SERVICES DIVISION

Provides family activities and general services to Tribal members and Bristol Bay residents (individuals, children, and families) 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.
  - 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

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

- Attending community gatherings to explain what the CSD Prevention Caseworker position is and give information services and the program's goals and objectives.
- Developing professional working relationships and collaborating with other service providers.

### **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 Casebook in a timely fashion so accurate information can be retrieved quickly and reliably
- Providing a written monthly activity and data report within established deadlines. Submit to BBNA supervisor.
- Meeting with supervisor regularly to evaluate status of client casework, challenges, and numbers of program participants



## **BRISTOL BAY NATIVE ASSOCIATION POSITION DESCRIPTION**

### **PREVENTION CASEWORKER III; CHILDREN'S 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.

#### **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.
- Conducting home visits.
- Developing family plans for child safety and well-being, 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.
- Coordinating available resources, especially through the NET, to meet clients' / families' needs i.e., within the Tribal Government Program, the Tribes, and Children's Services
- Conducting regular case file reviews and office audits.
- Providing outreach services to at-risk families with the Community Wellness Committee/Child Protection Team and Wellness Program
- Facilitating recruitment of foster/resource homes. Attending foster parent meetings and training. Participating and presenting program information.

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

- Having oversight of client databases for clients in assigned areas on Casebook to ensure necessary documentation and that data is properly stored, 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 caseworkers on a regular basis.