

KAWERAK POSITION DESCRIPTION

DIVISION: Children and Family Services
JOB TITLE: Caseworker
POSITION STATUS: Regular Full Time
EXEMPT STATUS: Non-Exempt
PAY SCALE GRADE: 9-10-11-12
REPORTS TO: CFS Specialist

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1) Attend Initial Assessments with the Office of Children's Services for cases in Nome. Assess client needs, assist individuals identify and utilize community resources, ensure client safety, and develop case plans or safety plans.
- 2) Search and recruit relative placements.
- 3) Maintain a case file on each family that is accurate and current.
- 4) Facilitate Case Task Agreement meetings with OCS within 5 days of receiving a referral form.
- 5) Coordinate available resources to meet client family needs.
- 6) Conduct monthly home visits with foster placements, trial home placements, and families on in-home safety plans in Nome and when required, in the surrounding villages. Complete required paperwork in a timely manner and submit to the OCS caseworker and CFS Specialist.
- 7) Maintain regular contact with safety plan participants and the OCS worker to assure clients' needs are being met.
- 8) Maintain positive and effective public relations and working relationships with local, private and government agencies and resources.
- 9) Maintain a resource area with material regarding services that may be of useful to clients.
- 10) Complete training identified by the Office of Children's Services and Kawerak Children and Family Services.
- 11) Complete quarterly IV-E Time Studies in a timely manner.
- 12) May be required to attend court hearings and testify at court proceedings.
- 13) Travel frequently to remote villages on a light commercial aircraft within the Bering Strait Region to provide services to program clients.
- 14) Supervise family contact when needed. Document behavior to share with OCS worker and keep record in case file.
- 15) Other duties as assigned by the Children & Family Services Specialist.

QUALIFICATIONS:

- 1) High school diploma or GED, plus one year experience in the human services field.
- 2) Computer, keyboarding and office skills required. Must possess basic computer knowledge and skills in internet usage, Microsoft Office, and Windows.
- 3) Must possess effective written and oral communication, organizing and record keeping skills.
- 4) Must maintain client confidentiality and be willing to travel extensively in rural Alaska.
- 5) Ability to work with people from a variety of backgrounds.
- 6) Must hold or obtain a valid Alaska Driver's License within six (6) months of date of hire.

This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.

EEO

Approved 1-13-17