

Chugachmiut

Job Description

POSITION: Social Worker
DIVISION: Community and Social Services
SUPERVISOR: Community & Social Services Director
JOB CLASS: Direct Service Professional
SALARY RANGE: DOE
FLSA: Exempt

Approved by: _____ Date: _____

Summary:

This is an exempt level, professional position that is responsible for managing all aspects of the Social Services Department including case management, and fiscal and administrative management. Position will coordinate services to the region and also provide direct service as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervise and coordinate operation of the Social Services Department. Responsible for grant management, evaluating programs for service delivery and initial 90 day employee performance evaluations.
2. Develop and implement an intake, screening and assessment process to be used to evaluate the social situations and needs of clients.
3. Develop procedures and work with social service staff to maintain and utilize centralized confidential client files and a tickler system to promote continuity of care.
4. Develop processes for and facilitate coordination with/between Chugachmiut direct service providers on service delivery to clients.
5. Provide crisis intervention or short-term counseling for clients when other service providers or resources are unavailable.
6. Coordinate with internal and external service providers to identify key social service needs of clients and develop appropriate case plans.
7. Provide information, referral services and client advocacy for access to services.
8. Maintain regular client contact to ensure provision of quality social services that meet client needs.

9. Maintain complete client records.
10. Develop and maintain positive working relationships with referral agencies and support systems to ensure coordination of services for client.
11. Facilitate Chugachmiut Case Management Review Team meetings.
12. Develops and maintains cooperative and collaborative working relationships with a broad range of professionals and social service providers as needed for the performance of job responsibilities.
13. Provide orientation and training to new staff, in-service training as needed and team leadership.
14. Attend and participate in meetings and conferences as needed.
15. Maintain client and employee confidentiality.
16. Submit quarterly reports and any other reports as required.
17. Other duties as assigned.

Qualifications

- A Masters Degree in Social Work, Psychology, Counseling or a related field is required.
- LCSW Preferred.
- Two years direct experience in social service delivery with supervisory/management experience preferred.
- Certification for the State of Alaska as Substance Abuse Counselor I, II or III preferred or ability to obtain certification within one year of employment.
- Previous experience in a cross cultural setting is highly desirable.
- Previous experience with individuals with substance abuse issues.
- Supervisory experience preferred.

Knowledge, Skills and Abilities

- Ability to communicate in a multi-cultural setting
- Knowledgeable of available social service resources locally and regionally.
- Ability to interact with tribal and governmental entities
- Ability to work as a team member
- Organizational skills, record keeping, and analytical skills necessary to meet state and federal standards.
- Excellent verbal and written communication skills.
- Ability to respond to emergencies in regional communities as requested.

- Demonstrated ability to work independently with a minimum of direct supervision.

Work Conditions

Hours of work are Monday to Friday, 8:30 a.m. to 5:00 p.m., with one hour for lunch. Chugachmiut maintains an alcohol, and drug free work place. There will be occasional travel to the villages of the region. Incumbent must be willing and able to travel in light aircraft.

Native Preference under P.L. 93-638