



Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2843 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Social Worker I (3 positions)
SALARY: \$32,635.20 annually, less one step during probation.
REPORTS TO: Lead Social Worker II
LOCATION: TANF, Reservation wide, Washington

BASIC FUNCTIONS: Incumbent in this position is responsible for coordinating; implementing, and monitoring service plans as devised by Social Worker II and client. Duties include: regular review of service plan with client; participation in case staffing; attending service meetings with TANF and other agencies; conducting orientation for new TANF clients; process and report to supervisor any changes to client income/circumstances; act as liaison between client, other professionals and/or programs. Continued employment will depend on funding.

MINIMUM QUALIFICATIONS (Education and Training):

- Bachelor's Degree in Social Services, Human Services (**TRANSCRIPTS REQUIRED**); **AND** 12 months of successful professional employment in Social Work or a Human Services position.

RECRUITING INDICATORS (Knowledge, Skills, and Abilities):

- Basic knowledge of Welfare Reform and Workforce development, preferred.
- Demonstrated ability to prioritize and complete multiple assignments with minimal supervision, especially in high stress environment and schedule.
- Ability to understand and implement Federal Regulations.
- Ability to establish an effective working relationship and communication with population served, general public, policy makers, co-workers and governmental representatives.
- Demonstrated ability to address and resolve conflict in a timely and professional manner.
- Working knowledge of computer use, application and software.
- Demonstrated experience maintaining STRICT confidentiality of program and client information.
- Ability to work independently with minimal supervision.
- Ability to work under stressful situations and handle conflicts, complaints and other problems in a professional and courteous manner.
- Ability to communicate professional both verbally and in writing.

SPECIAL REQUIREMENTS:

- Only updated and completed applications and resumes that reflect the specific requirements of the position will be considered. TRANSCRIPTS REQUIRED.**
- Must successfully clear an extensive Criminal History Background Inquiry, and maintain such throughout employment.
- Must be willing and able to attend various training sessions as required by supervisor.
- Must be willing to work a flexible schedule and respond to after hour calls when required.
- Must be willing to drive in adverse weather conditions.
- Must possess and maintain a valid State Driver's License and be eligible for the Tribes' vehicle insurance.
- Must represent a healthy lifestyle agreeing to abstain from alcohol and non-prescriptive drugs during term of employment.
- Must be willing to work at various worksites when needed.
- Must be willing to transport clients to appointments, worksites, as needed.

Note: This position has been identified as a "Safety Sensitive" position. Pursuant to the CCT Policies, this position is subject to pre-employment, post-accident, and random drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: For guaranteed consideration applications and supporting documents **MUST** be received in the Human Resource Office by, **4:00 p.m., Tuesday, July 15, 2008**, or be postmarked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
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Nespelem, WA 99155
(800) 506-9434
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