



Child & Family Services Trainee

Reports To: Child & Family Services Supervisor

Location: **Human Services, Winnebago, NE 68071**

Status: Full Time, Non-Exempt

Date: 9/23/2016 Closes open until filled

Salary/Grade: \$15.70 Grade 14/Step Entry

Job Purpose and Position Overview:

Under immediate supervision, serves in the capacity of a learner in assessing and insuring child, youth and vulnerable adult safety, permanency and well-being while attending required in-service training. This training prepares new caseworkers for work with Child & Family Services children and family customers through development of competencies essential to effective job performance. This is the first classification level of three in the Child and Family Services Specialist class. This is an entry level position offered with the understanding that the employee will progress to the next level after successfully completing all required classroom and on-the-job training. The trainee must complete all mandated training, reviews, and assessments by the supervisor before attaining non-probationary status. A worker in this position will learn how to provide counseling and case management services to children and families residing on the Winnebago reservation and/or under the jurisdiction of the Winnebago Tribal Court.

Specific Job Duties/Responsibilities:

- Attend required classroom and field training, which includes successful completion of the State of Nebraska New Worker Training.
- Participate in and learn training modules to develop interpersonal skills, knowledge of children, vulnerable adults and families, and to learn about working with the courts, case planning, and accessing community based resources.
- Develop, through on-the-job training, the skills necessary to manage a limited number of cases at the work location with close review and monitoring from the CFS Supervisor.
- Attends training as assigned to acquire knowledge, skills and abilities necessary for continued employment and advancement in the CFS Specialist Class.
- Learn the skills required to develop, implement, and evaluate treatment plans and court reports.
- Develop the skills to authorize, coordinate, and provide family services.
- Develop the knowledge to make referrals and secure specialized services for children, adults, and families.
- Develop the skills to conduct home visits, monitor placements, and document all activities.
- Provide transportation to clients when necessary.
- Must be able to work flexible hours due to the nature of the work and travel when required for work or training.
- Attend work regularly, promptly and fulfill all duties as assigned.
- Assist the caseworkers with crisis intervention and emergency removals.
- Enter all NFOCUS computer narratives as assigned.
- Protect client confidentiality.
- Ninety-day probationary period may be extended until such time that the successful candidate is able to complete all aspects of the job.
- Will be required to be on-call 24 hours on a rotating basis.



- Complete other duties as assigned in the efficient and effective operation of the program.
- Attend required company and departmental meetings.
- Perform other related duties as assigned by direct supervisor.

Required Qualifications/Skills:

1. Bachelor's in Social Work (BSW) or related field with one-year experience providing direct services to children and families is required.
2. One year of experience working with Native Americans is preferred.
3. Knowledge of Winnebago culture and traditions is highly desirable, and a willingness to learn is required.
4. Knowledge of the principles and practices of social work, psychology, sociology, counseling, human development, mental health, education, criminal justice or related field of applied social/behavioral science is required.
5. Knowledge of the principles and processes of direct case management, family life issues and dynamics, and community services is preferred.
6. Knowledge of child adolescent and adult behavior and basic understanding of juvenile delinquent behavior and vulnerable adult issues is preferred.
7. Knowledge of the Indian Child Welfare Act, BIA Guidelines, State ICWA laws, and federal, State and tribal laws on abuse and neglect of individuals and confidentiality is preferred and a willingness to learn is required.
8. Must be timely, dependable, courteous, and maintain a business-like appearance.
9. Must be able to utilize and understand electronic, written, and in person communication with coworkers, customers, supervisors and staff to exchange case information and assessments.
10. Must be able to work effectively with community service providers, law enforcement, the court and legal systems, and families and/or advocates
11. Must be able to organize and maintain case records and manage time and workflow to meet deadlines.
12. Must treat people with dignity and respect regardless of behavior. Must exhibit a sense of fairness, and be able to adapt to new or changing circumstances.
13. Must possess keyboarding skills for data entry, and be computer literate and proficient in Microsoft Office (particularly Word, Excel, and Outlook).
14. Must possess skills in interviewing clients to collect and elicit essential information and assess customer needs and progress.
15. Must be able to learn and apply the principles of direct case management including assessment, analyzing critical information, and planning, setting up, and implementing individual case plans.
16. Must be able to learn the importance of commitment to individuals and families and their ability to have normal life experiences consistent with age, gender, culture and community, and value families/individuals right and ability to make decisions.
17. Must possess a valid driver's license, maintain valid insurance, and be insurable under the Tribe's insurance policy.
18. Must be of good moral character. Will be required to pass a federal background check and submit to pre-employment drug testing.

Training Requirements:

As assigned by your supervisor and must engage in an employee development plan.



Physical Requirements:

Normal Office
X Light work (lift 10 lbs.)

Heavy work (lift 30-50 lbs.)
Very heavy work (lift over 50 lbs.)

Medium work (lift 11-30 lbs.)

Other physical requirements (note):

- The employee frequently is required to sit for extended periods of time and use hands to operate computer keyboard, telephone and basic office equipment
- While performing the duties of this job, the employee is regularly required to talk and hear
- Ability to drive company owned or personal vehicle.

Mental Requirements: (as presently performed to accomplish essential functions)

- Reading, Writing, Calculating
- Social Interaction Skills
- Reasoning/Analysis
- Works with Minimal Supervision
- Other Mental Requirements (note):

Language Requirements:

Ability to effectively speak, read and write English

HOW TO APPLY:

Please submit the application, resume, cover letter explaining why you are qualified for the position and TWO (2) letters of recommendation. If claiming Indian or Veteran preference, please include those documents. **Submit to:** Human Resources, Winnebago Tribe of Nebraska, PO Box 687, Winnebago, NE 68071 OR Fax to 402-878-3198 OR drop off to the Human Resources office located in the Blackhawk Community Building. **Applications without proper documents will not be considered.** Please call HR at 402-878-3133 for further information.

All applicants will comply with 45 CFR 1301, Subpart D, Section 1301.31, C and D, which requires all prospective employees to sign a declaration prior to employment regarding all arrests and convictions of child abuse or violent felonies, and to comply with PL 101-630 and PL 101-637 regarding criminal records check.

Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. In the absence of qualified Indian applicant's considerations shall be given to applicants without regard to race, color, religion, sex, sexual orientation/identity, national origin, age, marital status, veteran status, genetic information, disability or any other reason prohibited by law in provision of employment opportunities and benefits.