



Human Resources Department

Pueblo of Tesuque

ROUTE 42 BOX 360-T
SANTA FE, NEW MEXICO 87506

JOB ANNOUNCEMENT #2018 – 004

POSITION TITLE:	Social Worker	SALARY RANGE:	\$44,000 - \$50,000 year
DEPARTMENT:	Social Services	POSITION STATUS:	Full Time
PERIOD TO APPLY:	Open until filled	FLSA STATUS:	Non-Exempt
SUPERVISOR:	Governor	LOCATION:	Pueblo of Tesuque

GENERAL DESCRIPTION

Incumbent provides support and counseling to individuals and families who are undergoing some type of social difficulty or crisis. Provide a preference for placement of abused and neglected children with relatives or other safe environment and to provide a hearing for review of adoptive placement decisions. Establish certain notice provisions related to the custody and placement of Indian children.

SUPERVISION RECEIVED

Work under the supervision of the Governor.

SUPERVISION EXERCISED

No.

NATURE OF WORK

ESSENTIAL FUNCTIONS

- Complete and submit abuse/neglect case reports to Tribal Police and Northern pueblos Agency Social Services Department.
- Refer individuals to the appropriate agency, for example, Rape Crisis Center, Safe House Interview, Hospital, Outpatient and Inpatient Treatment Centers.
- Ensure home studies are conducted with Bureau of Indian Affairs Social Services assistance.
- Establish a Child Protection Team and/or Multi-Disciplinary Team.
- Attend court as an advocate for Pueblo of Tesuque children and families.
- Provide prevention and awareness programming in the areas of child abuse and neglect to tribal programs and community when necessary.
- Formulate department budget and develop monthly, quarterly and year-end financial reports.
- Required monthly, quarterly and year-end case reports.
- Attend conferences pertaining to ICWA and Social Services issues.

- Develop in collaboration with the client and/or family an Individual Service Plan (ISP) to assist them in gaining access to necessary rehabilitative, medical and other services.
- Develop a recovery/resiliency management plan, crisis management plan and when requested advanced directives related to his/her behavioral or emotional healthcare.
- Assessment, support and intervention in crisis situations including the development and use of crisis plans which recognize the early signs of crisis/relapse, use of natural supports, use of alternatives to emergency departments and inpatient services.
- Conduct home-visits to determine if the services accessed have adequately met the consumer's and family's treatment needs.
- Attend court as an advocate for Pueblo of Tesuque Children.
- Assist director to provide prevention and awareness skills in the areas of child abuse and neglect to tribal programs and community when necessary.
- Required monthly, quarterly and year end case reports.
- Develop working relationships with referral sources.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Master's Degree in Psychology, Sociology, Social Work or related field with a minimum of one (1) year experience in direct casework with children and/or families; OR a combination of education and experience..
- OR.**
- Bachelor's Degree in Psychology, Sociology, Social Services or related field with a minimum, of five (5) years experience in direct casework with children and/or families; OR a combination of education and experience.
 - Licensed Independent Social Worker.
 - Excellent managerial skills to coordinate a multi-functional case load.
 - Excellent oral and written communication skills to focus the efforts to meet the need of clients.
 - Previous experience with Native American clients preferred.
 - Valid New Mexico driver's license and must insurable through Tesuque's liability insurance requirements and maintain eligibility for insurance.

Additional Requirements

- Ability to work as part of a team, flexible, positive & enthusiastic, self-starter
- Demonstrate respect and sensitivity for cultural differences
- Must pass physical assessment, pre-employment drug screen and have no felony convictions, history of criminal or improper conduct, or poor driving record

NATIVE AMERICAN & VETERAN PREFERENCE

SUBMIT APPLICATION AND RESUME TO:

PUEBLO OF TESUQUE HUMAN RESOURCES DEPARTMENT

RT. 42 BOX 360T, SANTA FE, NM 87506

FAX (505) 982-2331

OR EMAIL TO

tesuquehr@pueblooftesuque.org

When required of the position, attach a copy of high school /GED, college education, certification(s) or license(s). Pre-placement exams are required.

Incomplete applications may delay or exclude consideration of your application.