



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
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<b>Job Title:</b>	<b>Child Protective Services (CPS) Family Assessment Specialist</b>	<b>Open Date:</b>	<b>June 15, 2022</b>
<b>SLT Program:</b>	<b>Social Services</b>	<b>Close Date:</b>	<b>Until Filled</b>

**Position Objective:** This position is responsible for completing assessment of claims of child abuse and neglect to assure the protection of children. This includes interviewing and gathering information to determine if intervention is necessary and responding quickly in crisis situations that involve children in an abusive or neglectful situation. The individual will work directly under the supervision of the Child Protection Services (CPS) Supervisor.

- Major Duties & Responsibilities:**
- Assessment of reports of child abuse and/or neglect in conjunction with the CPS Team.
  - Assessment of the immediate safety of the child and reviewing files for prior child abuse or neglect concerns and analyzing the report in consultation with the CPS Supervisor.
  - Determining the category of the case and developing plan to proceed with the assessment based upon the category
  - Educating the family/community about the agency’s purpose, philosophy, and processes.
  - Assessing the need for emergency intervention in situations involving reports of actual or suspected child abuse and/or neglect.
  - Perform home visits for intake and assessment of the need for services and the appropriateness of referral services and to gather information for decision making and evaluating the level of safety, assess the family’s strengths, and to assess the risk of future maltreatment. Collecting information regarding the concerns or circumstances of a report. Observing physical, behavioral, environmental, and ecological factors.
  - Conducts assessments, including social histories, with prospective clients/collateral contacts and document relevant information and complete required assessment forms.
  - Consult with psychiatrists, psychologists, and attorneys in connection with case objectives.
  - Develop measurable, strength based and solution focused support services to children and families who are involved in services with Spirit Lake Social Services.
  - Analyzing the assessment data in consultation with the CPS Supervisor and staffing the case with the Child Protection Team.
  - Provide the family with the decision of the services required or no services required in writing
  - Facilitating the forwarding of the decision of services required along with the written assessment report to the Tribal Court for review or further action.
  - Offer services to the child and family.
  - Completing the written assessment reports.
  - Provides written communication to the “mandated” reporter.

- Organization and maintenance of the child and family case record.
- Provide ongoing services to children and families who have been determined to be in need of protective services and make appropriate referrals to needed service entities.
- Provide crisis intervention, crisis counseling and emergency service referrals for families for the purpose of resolving personal and family problems with the goal of keeping the family unit intact.
- Collaborates with community partners (local law enforcement, correction agencies, and Tribal courts, etc.) in child abuse and/or neglect cases.
- Make child-care, institutional, and foster home placements for children placed out of the home.
- Provide preventative services to the dependent and neglected child using safety planning and referrals to in-home services to reduce trauma to the child and to secure safety as needed and to promote family preservation.
- Prepare information and affidavits in connection with court cases and proceedings, according to the timelines stated in the Spirit Lake Children's Code and ASFA Regulations
- Provides court testimony and recommendations either in written or oral form for initial removal court proceedings.
- Involvement in ongoing professional development plan (life-long learning)
- Coordinates forensic interviews and assessments for families needing such services
- Review caseloads through supervision with the CPS Supervisor
- Other duties assigned by supervisor

**Knowledge, Skills, and Abilities Required: To be considered for this position, applicants must meet the following requirements:**

- Knowledge of the principles and practices of social work.
- Knowledge of methods and principles used to conduct intakes and provide comprehensive case management.
- Knowledge of trauma informed practices and the impact removals have on children. Ideal candidate understands that children need their families and should be raised by their own families whenever possible.
- Knowledge of child safety practices.
- Knowledge of the principles and concepts of child welfare services, including child protective services.
- Knowledge of strength based and solution focused interviewing and intervention techniques such as Motivational Interviewing. General knowledge of related theory and methods of social work practice.
- Knowledge of State and Local Resources.
- Skill in decision making and problem solving and be non-resistant to change.

- Skill in interviewing, assess and evaluation clients' needs in a non-judgmental manner, practicing culturally competent practice and sensitivity.
- Skill in interpersonal relations. Must be able to build relationships with clients served.
- Skill in oral and written communication. Must possess good organizational skills with sensitivity to details and confidentiality.
- Ability to maintain a high level of confidentiality.
- Ability to demonstrate knowledge and respect of tribal culture and values of the tribal community.
- Knowledge of individual and group behavior.
- Knowledge of current principles and practices of social work case management as they apply to the treatment of major behavior problems.
- Knowledge of the causative factors leading to social maladjustment.
- Knowledge of the social-economic factors, which promote stable family life and an understanding of the elements, which affect family security.
- Knowledge of the child welfare laws relating to dependency, neglect, and delinquency.
- Knowledge of the principles of family and marital counseling.
- Knowledge of the techniques of child placement with emphasis on the complete participation of the parent or guardian.
- Knowledge and skills of technical social work, casework, and community resources.
- Knowledge and skills of child development, family systems, the dynamics of abuse and issues of separation.
- Knowledge and skills of legal procedures, court system, mental health, and medical practices.
- Ability to plan, assesses, and make decisions under pressure.
- Ability to tolerate high levels of stress.
- Ability to make independent judgments with minimal consultation free from oppressive judgements.
- Ability to communicate with and understand the problems faced by families from all cultural and economic levels.
- Ability to work with a wide variety of families and cultures.
- Time management skills.
- Ability to work effectively both independently and cooperatively with others as a team to develop the agency.
- Ability to work in a continually demanding, changing, complex work environment.
- Ability to work independently and as a team member.
- Must be able to work flexible hours and be available to be on-call (after hours and weekends).

**Qualifications, Experience, and education required:**

- Bachelor’s degree in social work with a license through the State of North Dakota preferred. A Bachelor’s degree from an accredited university in Early Childhood Education, Social Work or related field and a minimum of one-year experience providing services to families may substitute for a licensed social worker; OR

Associate degree or equivalent in Early Childhood Education, Social Work, or actively pursuing a bachelor’s degree in Early Childhood Education, Social Work or related field AND four years’ experience working with children and families, preferably in a child protection setting or social services agency may be considered for the position.

Salary is dependent upon educational requirements and whether the applicant holds a current social work license.

- One-year experience working directly with Native American communities and tribal families preferred.
- Valid North Dakota Driver’s License. Must maintain a current, active, and unrestricted ND Driver’s License through course of employment, insurable under SLT Driving policy.
- Must pass a background investigation, including relevant criminal history and a pre-employment drug test.

<b>Job Role:</b>	CPS Family Assessment Specialist	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full-time	<b>Supervision</b>	CPS Supervisor
<b>Monthly Salary Range:</b>		<b>Annual Salary Range:</b>	\$35,360.00 - \$52,000.00
<b>Number of Vacancies:</b>	3	<b>Classification: Exempt/Non-exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:katerid@spiritlakenation.com">katerid@spiritlakenation.com</a> <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver’s license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran’s preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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