



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
britneyr@spiritlakenation.com

Job Title:	Family Assessment Specialist	Open Date	September 14, 2023
SL Program:	SL Social Services	Close Date	Until filled

Position Objective: The Family Assessment Specialist (FAS) is responsible for conducting child protection assessments (aka: investigations) on parents/caregivers who have been reported for suspected child abuse and/or neglect. The Family Assessment Specialists work on assessing the safety of children within their own home. When/if safety in the children's own home is not possible, Family Assessment Specialists may need to remove the child(ren) for placement in emergency custody. The Family Assessment Specialist will work collaboratively with an assigned case manager and the Juvenile Presenter for the tribe.

Major Duties & Responsibilities

The primary responsibilities of this position include: completing assigned child abuse and/or neglect assessments, making referrals for appropriate services, completing required paperwork for court, and testifying in court. Specifically, the Family Assessment Specialist will:

- Respond quickly in crisis situations involving children who may be at risk of imminent harm;
- Conduct assessments (investigations) on reports of abuse/neglect;
- Conduct appropriate background and records checks;
- Document report using the Family Assessment Instrument Form;
- Conduct in-person or phone interviews with children, parents, extended family, collateral and community contacts (as required by policy) and maintain accurate/current case activity log;
- Assess children's level of current, on-going, or future risk of harm;
- Document observations, evidence, and related information regarding the effects of abuse/neglect on the child(ren);
- Communicate directly and objectively with families about matters they may consider personal and private, such as: parenting decisions and actions, sexual abuse, physical abuse, income, money management, addiction, mental health, and personal relationships;
- Determine appropriate action to be taken in order to insure child safety (emergency removal, child remains in home with safety plan, etc...);
- Prepare required documentation and testimony for court within agency/federal guidelines;
- Complete all required forms accurately and within agency timelines;
- Assess both maternal and paternal sides of the family and identify support systems;
- Present initial, and ongoing, assessment to the Child Protection Team for direction, support, and decision;
- Notify family of Child Protection Team decision and make appropriate referrals for service;
- Attend all required trainings, meetings, and staffing's, including Child Welfare Certification through UND Training Center;
- Travel and attend child and family visits, as well as other work related appointments and meetings, after 5pm;
- Participate in a rotating on-call schedule that may require response to situations of abuse/neglect after normal business hours. On-call time includes non-traditional work hours (after 4:30 PM, weekends, holidays);
- Ability to work flexible hours;
- Perform all other related duties as assigned.

Qualifications, Experience and education required:

Qualifications:

The preferred candidate(s) will possess:

- Knowledge of history, culture, laws, rules, economic, educational, customs, and traditions of the Spirit Lake Nation community and members;
- Knowledge of issues and programs related to child abuse and neglect intervention, prevention and services, including: child protection services, case management, juvenile court systems and Spirit Lake Children’s Code, educational systems, community services/resources, child welfare policies and professional child welfare standards and practices;
- Knowledge of Federal, State and Tribal program regulations and guidelines;
- Knowledge of child development and family dynamics;
- Skill in establishing and maintaining effective working relationships;
- Skill in problem solving techniques;
- Ability to work independently (using professional judgment) and cooperatively with staff/community partners as a team member;
- Ability to operate a personal computer and maintain electronic files;
- Ability to meet constant deadlines while meeting emergency needs of clients;
- Excellent verbal and written communication skills;
- Ability to maintain a strict standard of confidentiality;
- Ability to effectively plan and complete assigned tasks while functioning in a high-stress, sometimes dangerous, work environment;
- Skill and ability to interview, problem solve and conduct assessments;
- Ability to establish and maintain effective working relationships with other employees, community partners, Tribal Counsel, community members, and the general public;
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.
- Must possess and maintain a current, active and unrestricted ND Driver’s License through course of employment, insurable under SLT driving policy

Experience and Education:

Family Assessment Specialist III: Master’s or Bachelor’s degree from an accredited college or university in Social Work, Psychology, Sociology, Criminal Justice, Human Services, or a closely related field; and a minimum of two (2) years professional work experience in Child Protection Services or Social Work. Master’s degree may substitute for one year of work experience. If no qualified applicants are found, agency may under fill the position with Family Assessment Specialist II.

Family Assessment Specialist II: Requires a Bachelor’s degree from an accredited college or university in Social Work, Psychology, Sociology, Criminal Justice, Human Services, or a closely related field. If no qualified applicants are found, agency may under fill the position with Family Assessment Specialist I.

Family Assessment Specialist I: Requires an associate’s degree, specialized certifications or licensures (i.e.-EMS, EMT, Early Childhood Certificate), or enrollment in an educational program related to the above-mentioned degrees. Worker must complete education within an agreed upon time period (at discretion of agency Director).

Preference will be offered to enrolled members of the Spirit Lake Tribe and will utilize TERO guidelines for hiring.

Job Role:	Complete child protection assessments and all related tasks.	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt	Non-Exempt	Closing Date:	Until filled

Employment Status:	Full- time	Supervision	CPS Supervisor
Monthly Salary Range:	\$3,200 - \$4,500		\$38,400 - \$54,000
Number of Vacancies:	1	Classification: Exempt/Non- exempt	Non-exempt
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	Mkeo@spiritlakenation.com or britneyr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	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.		