



MOAPA BAND OF PAIUTES

MOAPA RIVER INDIAN RESERVATION

P.O. BOX 340

MOAPA, NEVADA 89025

Telephone (702) 865-2787

Fax (702) 865-2875

JOB ANNOUNCEMENT

Title: Social Worker/Transporter
Supervisor: Director of Tribal Government Operations
Salary: \$ DOE
Status: Full-time
Opens: July 1, 2022
Closes: Open until filled

Job Summary:

To provide eligible American Indian clients a full – range of social services that promote the social and economic stability of individuals and families as they work to achieve family unity and attainment of self-sufficiency; services will be provided professionally, and in a manner that is culturally sensitive and delivered with the highest level confidentiality to build the greatest degree of trust.

Duties:

1. Assist and identify those who need help.
2. Assess clients' needs, situations, strengths, and support networks to determine their goals.
3. Develop plans to improve clients' well-being.
4. Help clients adjust to changes and challenges in their lives, such as illness, divorce, or unemployment.
5. Research and refer clients to community resources, such as food stamps, child care, health care, and social security.
6. Help clients work with government agencies to apply for and receive benefits such as Medicare.
7. Respond to crisis situations such as child abuse and neglect.
8. Respond to crisis situations such as elder abuse and neglect.
9. Advocate for and help clients get resources that would improve their well-being.
10. Follow up with clients to ensure that their situations have improved.
11. Evaluate services provided to ensure that they are effective.
12. Develop and maintain client case files including all necessary documents, narratives, and a written plan of services in each case record.
13. Complete social history and home studies as required.
14. Recruit and license foster homes.
15. Monitor clientele in/out/of home placements.
16. Provide referral services to clientele requiring services not provided by the program.
17. Develop and maintain a cooperative working relationship with agencies and programs providing related services and family advocate services.
18. Develop and maintain a cooperative working relationship with the tribal court, law enforcement, schools, tribal governments and tribal communities.

Applications available/accepted at: Moapa Band of Paiutes, 1 Lincoln Street, P.O. Box 340, Moapa, NV 89025
Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended

19. Provide consultation to the Tribal Council and staff regarding professional issues relative to social services and child welfare.
20. Provide confidential, accurate and timely verbal and written reports to the Tribal Council and funding agency regarding program operations, problems, and accomplishments.
21. Assist the Tribal Council in development of ordinances, standards and procedures regarding assistance, child welfare, and elder abuse or negligence.
22. Perform related duties as required or assigned by the Tribal Administrator or Tribal Chairperson.
23. Conduct regular staff meetings, supervise department personnel, and participate in regular tribal staff meetings, and participate child protection team meetings, as appropriate.
24. To attend special council meetings, general council meetings, annual council meetings, and meetings requested by Tribal Council.
25. Other duties, as assigned.

Requirements:

- Must be over 21 years of age.
- Bachelor of Arts Degree in Social Work or related field from an accredited college or university.
- Must possess current license to practice social work in the State of Nevada, or ability to acquire licensure within ninety (90) days of hire.
- Must possess a valid Driver License.
- Must be insurable through tribal insurance.
- Must pass a pre-employment background check.
- Must pass a pre-employment alcohol/drug screening
- May work evenings and weekends on occasion
- **Must be Covid-19 Vaccinated.**

Skills and Abilities:

- Able to maintain complete confidentiality.
- Be dependable.
- Demonstrate friendly, service oriented and cooperative attitude.
- Establish and maintain effective working relationships with clients, co-workers, supervisor, government officials, and tribal community.
- Able to communicate effectively with people of different socioeconomic, cultural, ethnic, educational and professional backgrounds.
- Possess excellent interpersonal, and verbal and written communication, skills.
- Be detailed oriented and able to multi-task various time-sensitive projects.
- Able to prioritize projects, work in a team environment, and take direction.
- Ability to manage and perform with a high degree of autonomy, organization, and adaptability.
- Must be flexible and willing to quickly respond to client needs.
- Possess a working knowledge of computer programs: Word, Excel, PowerPoint, Publisher, Outlook, Internet programs and applications.
- Ability to plan and direct the work of subordinates.
- Ensure compliance with Tribal ordinances and policies, other government regulations, and other institutional policies and procedures.
- Train staff on standard operating procedures.

Preferences:

- Prefer knowledge and experience of working within a Tribal organizational structure.
- Master's degree in Social Work or Psychology.
- Experience in BIA P.L. 93-638 programs preferred.
- Experience with Indian Child Welfare Law.
- Experience in grant writing and grants management.

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