HO-CHUNK NATION
DEPARTMENT OF PERSONNEL

POSITION: SOCIAL WORKER

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**SUMMARY:** Provide culturally appropriate prevention and protective services to the Ho-Chunk Nation members that sustain the innate values, customs and traditions of the Nation.

**DUTIES & RESPONSIBILITIES:**

1. Investigate complaints of abuse, neglect, and exploitation.
2. Provide on-going case management for protective services in Ho-Chunk Nation Trial Court and local county courts.
3. Refer community members to intake workers to report concerns of abuse and/or neglect.
4. Completes any necessary documentation, which pertains to court reports, forms and data collection.
5. Testify in both Tribal Court and county courts.
6. Maintain working relationship with collateral agencies.
7. Manage and mediate conflict in family systems.
8. Advocate for the needs of the client and family.
9. Develop and maintain case plans with client.
10. Refer clients to appropriate community resources.
11. Maintain confidentiality of records.
12. Provides specialized services to special populations as assigned.
13. Understands the role of a public, community based, human service agency.
14. Plan, organize and set priorities effectively.
15. Learn by observing and questioning workers that are more experienced.
16. Maintain ongoing training hours for social work certification and/or licensure.
17. Work independently as well as with a team.
18. Collaborate and assess for prevention services, as applicable.
19. Collaborate with other division members, as applicable.
20. Perform other duties as assigned by supervisor, lead social worker or division director.

**REQUIRED SKILLS & ABILITIES**

1. Demonstrate the ability to observe patterns of behaviors in family systems.
2. Ability to benefit from and apply training.
3. Capacity for critical thinking and problem solving, in addition to time management skills.
4. Apply social work methods to new situations.
5. Communicate effectively in writing and orally.
6. Maintain focus and composure in a complex environment with multiple demands.
MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)
1. Bachelor's Degree in Social Work or related field required.
2. Master's Degree in Social Work or related field is preferred.
3. Possess a Wisconsin Social Work Certification or License.
4. One (1) to two (2) years of experience, demonstrating working knowledge of social work field of practice is preferred.
5. Knowledge of laws and tribal codes associated with program of employment.
8. Knowledgeable of the Ho-Chunk Nation Trial Court procedures.
9. Must promote a positive, non-abusive, healthy lifestyle.
10. Valid driver's license, dependable transportation and proper insurance are required.

WORKING CONDITIONS: Travel is required for this position.

"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment."

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

EEO: 2
FUNDING SOURCE: NPD/GRANT
APPROVED: Admin 06.06.13  Legislature 06.18.13