



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-008
JEMEZ HEALTH & HUMAN SERVICES
SOCIAL SERVICES
FOSTER CARE CASE WORKER

Position Title:	Foster Care Case Worker	Pay Level:	\$24.01 – \$36.02
Position Open Date:	2/13/2024 – Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Social Services
Supervisor:	Program Manager		

POSITION SUMMARY:

The Foster Care Worker will develop and sustain a foster care program. The Foster Care Worker will provide fulltime support for out-of-home placements, and will provide appropriate tribal intervention. Foster Care Worker will recruit, train, and retain foster home families. Provides support to the foster parents and biological parents to ensure the child’s safety and help the children grow physically, emotionally, socially, and spiritually.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Bachelor’s Degree in community health, social work or a related field; AND four (4) years of professional experience in providing services to children and families.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver’s License
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Provide case management and ongoing services to children in foster care or treatment foster care.
- Develop creative avenues to recruit and retain foster homes.
- Maintain a database of emergency placement providers, i.e. shelters, foster families and potential adoptive families; update as needed.
- Coordinate support systems and training opportunities for foster families, as needed/requested.
- Attend monthly JPT meetings to review placement needs and concerns.
- Conduct “relative” of kinship searches for children for out of homes preference placements.
- Attend meetings, training, and conferences as required by the Program Manager to keep abreast of Social Services issues.
- Implement and update Social Services Foster care policies and procedures.
- Work with the Tribal Court and Court Attorneys on appropriate placements.
- Identify client needs and develop plans to meet those needs. Identify and locate local and outside resources and make referrals as needed.
- Develop safety plan and provide supervised visitations with children in care and their family members.
- Provide supportive services to both parents and children involved with POJ SS and foster parents who have children in their care. Refer to outside resources as needed.
- Conduct home visits to monitor progress and provide ongoing assessment of client needs and refer for services to the appropriate provider.
- Complete documentation as required: including narratives/monthly reports and other pertinent documentation.
- Participate in permanency planning, court hearings and school related meeting for the child(ren).
- Request termination of parental rights and permanent placement of child(ren) when necessary.
- Required to travel to recruit foster homes and provide services.
- Order and maintain list of supplies required for licensing and support of placements.
- Enhances professional growth and development through participation in educational programs, workshops, and trainings.
- Contributes to the overall quality of the unit’s service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.

- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Other duties as assigned by the Program Manager

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Indicators of domestic violence, child abuse, physical and emotional risk.
- Intervention techniques and resources.
- Applicable laws, codes, and regulations.
- Community resource for social services, youth, and family support.
- Principles and practices of conducting investigations and interviews.
- Record keeping and report writing principles and practices.
- Current social issues impacting children and families (i.e. forms of violence, divorce, substance abuse).
- Indicators of physical and emotional risk/abuse and intervention techniques and resources.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024