

**PENOBSCOT NATION**

TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7312

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applications for the following position:

**OPENING DATE: April 4, 2022**

**CLOSING DATE: Until Filled**

**CHILD WELFARE CASE MANAGER**  
*Human Services Division*

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**JOB STATUS:**

**CHILD WELFARE CASE MANAGER**  
**Career Field: Program Staff**  
**Pay Range: \$22.22 - \$33.93 per hr.**  
**Classification: Full-time, Regular**  
**Category: D**

**LOCATION:**

**Penobscot Nation**  
**Social Services Department**  
**Human Services Division**  
**2 Down Street**  
**Indian Island, ME 04468**

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**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:** Bachelor's Degree in Social Work or a related field from an accredited college or university. Two (2) years of related experience preferred. Current Social Work license or the ability to obtain a Social Work license within 90 days required. Must be able to successfully complete the Child Protection Professional pre-service training. Ability to work in a culturally competent manner with individuals from a variety of ethnic, cultural, and socioeconomic backgrounds. Exercises effective problem solving techniques, tackles issues directly, and makes timely decisions based on factual information. Proven ability to maintain confidentiality. Applicant must never have been convicted of a felony. A valid driver's license is required. Applicant will be required to sign a waiver for a background check. Indian preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures.

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**HOW TO APPLY:**

- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-applications>
- Submit completed applications and resume along with certifications to [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)
- For further information, call 817-7312 or email at [lloyd.bryant@penobscotnation.org](mailto:lloyd.bryant@penobscotnation.org)

**POSITION TITLE:** Child Welfare Case Manager – Human Services Division of Social Services

**DEPARTMENT:** Social Services

**RESPONSIBLE TO:** Social Services Assistant Director

**RATE OF PAY/CATEGORY:** Program Staff D / (\$22.22 - \$33.93 per hr.)

**STATUS/TERM:** Full-time, Regular

**JOB SUMMARY:**

Position may provide a combination of intake, investigative and case management services. Under general supervision provides permanency guardianship and placement resources in cases of abuse, neglect, and exploitation. Determines the level of risk and takes appropriate action, or accepts cases from investigators and provides follow-up intervention, assessment, and case management. To conduct assessments and engage in planning, the child and adolescent case manager must have good skills in interviewing and documentation. In implementing functions associated with linking and referring children and families to service systems, the case manager will need to have skills in negotiating, collaborating and brokering. Advocacy is offered through the case manager's ability to communicate clearly on behalf of the child and family. Social Services emphasize the importance of distinguishing between and establishing linkages with those that are formal as well as informal helping systems. Formal service systems may include schools, mental health programs, child welfare agencies and health care organizations, while informal service systems are most often operated by volunteers. Informal services target gaps not filled by the formal system such as transportation, tutoring and social support.

**JOB RESPONSIBILITIES:**

1. Provide case management services to children in tribal and state custody as assigned.
2. Performs initial investigation of protective services referrals to determine the appropriateness of protective services intervention.
3. Supervises children in out-of-home placements and in-home interventions. Assists the parents or placement providers in meeting the needs of these children, where permanency planning is the goal.
4. Prepares home and/or custody evaluation as requested by other counties, states, or as ordered by the courts.
5. For confirmed cases of adult abuse/neglect, obtains client's permission to provide services, crisis intervention, case planning and ongoing services.
6. Initiates and pursues the legal process for guardianship when client is incapacitated or incompetent.
7. Responsible for insuring that children, youth and families gain access to needed community resources.
8. Maintains required documentation in Child Welfare Information System and completes reports.
9. Provides case management which strengthens family functioning.
10. Formulate on-going safety plans and locate resources for each case in order to provide a permanency status.
11. Keep clear, detailed and accurate records of assessment, activities, plans and case notes.
12. Assist in facilitating Family Team Meetings.

13. Regularly meet with the PNDSS Assistant Director for case consultation and administrative supervision.
14. Become familiar and maintain compliance with all codes laws, agreements, and policies concerning child welfare matters and funding agency requirements
15. Direct and attend related court activities including preparing and filing petitions and other legal documents, preparing clients for hearings.
16. Follow policies and procedures that relate to child permanency, substitute care and other services as assigned by the PNDSS Director.
17. Manages the permanency guardianship and foster placement process.
18. Assist in recruiting, evaluating and licensing foster homes and provide foster parents with appropriate training.
19. Co-case manage ICWA cases with State Partners.
20. Available for on-call services minimum 2 weeks per month.
21. Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
22. Other related duties as assigned.

***KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS:*** (education required/preferred, skills required/preferred, years of experience required/preferred)

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***LICENSES/CERTIFICATES/REGISTRATIONS:*** (driver's license, professional licensing/certification)

***PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS:*** (physical requirements of position, job environment/conditions)

***Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures***

***External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request***