

Sisseton Wahpeton Oyate

Job Description

Job Title: Protective Services Worker

Reports to: Child Protection Manager

Job Responsibilities:

1. Investigates all reports of suspected child abuse and/or neglect and take appropriate action.
2. Carry a caseload composed of individual cases for which case records are maintained according to Agency policy. Necessary forms and reports are prepared and case findings and correspondence are reported. Eligibility for service is determined; case service plans are developed with clients whose major areas of concern include the development of parenting skills.
3. Assist the court in providing oral testimony in individual cases brought to court. Presenting written court reports to the court on individuals and/or families.
4. Provide supervision to children placed in family foster care by making home visits.
5. Provide guidance services to natural parent(s)/guardian(s), to prepare for the return of child(ren).
6. Provide transportation for clients when appropriate and within program policies.
7. Maintain contact with individuals and families with weekly, bi-weekly or monthly home visits.
8. Must be available on a rotating basis for week-end emergency duty and one day a week. (Job requires a telephone)
9. Must be able to communicate with community, Tribal and State Agencies on client referrals (i.e. State/Tribal Courts, Alcohol Program, Department of Social Services, State/Tribal Probation, etc.)
10. Must attend staff meetings and training sessions required.
11. Performs other related duties, as assigned.

Personal Qualifications Requirements:

1. The Protective Service Worker should be a mature person who is concerned for the welfare of children and families.
2. Person must be able to accept criticism and maintain objectivity in dealing with clients.
3. Person must be a non-drinker and live a drug free lifestyle. (As 95% of cases we deal with are alcohol related)
4. Person must be able to be a "model" to families working with/and the community.

5. Must possess a valid South Dakota Driver's license.

Educational Requirements:

1. B.A. degree in Human Services or related field or four (4) years of experience is working with children and families.
2. Ability to work on own initiative to devise, implement and carry out goals of the program.

Job Requirements:

1. Must be willing to submit to a mandatory background investigation.
2. Must have a valid South Dakota driver's license.
3. Must live an alcohol and drug free lifestyle.

Approved by Crystal Allen Date 2-24-16