



# Vacancy Announcement

## Health & Human Services – Social Services

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ▪ 505-552-6728 ▪ [www.puebloofacoma.org](http://www.puebloofacoma.org)

**JOB TITLE: Family Preservation Specialist (Full-Time w/Benefits) PAY RATE: \$DOE**

**OPENING DATE: January 13, 2022**

**CLOSING DATE: Open Until Filled**

### POSITION PURPOSE

Under general direction of the Pueblo of Acoma Social Services (PASS) Protective Services Manager, to provide intensive family support services for parents/guardians and their children. The Family Preservation Specialist position provides high quality in-home, case management services and linkages for families. The Family Preservation Specialist position works collaboratively with community partners, participates in coordination of family events, and conducts community outreach.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Provide in-home case management services to clients on a weekly basis.
2. Provides care coordination for individuals and families including intensive, hands-on assistance and education (several times a week) to the family in an effort to successfully complete their goals.
3. Provide family support services to enhance family life and functioning before problems threaten family stability or put individuals at risk.
4. Provide a connection for families to available wrap-around resources through referrals to ensure quality of care including mental health services.
5. Assist with the development of an initial assessment and plan of service which outlines the family background, strengths, concerns and recommendations.
6. Provide support and facilitates guidance regarding child and family well-being and parent-child interaction activities including facilitation of evidenced/practice-based curriculum(s).
7. Partner with families to conduct child development screenings (in collaboration with service partner agencies)
8. Assist and facilitate family eligibility for specific programs based on Federal, State regulations and policies.
9. Provide family and individual advocacy as needed.
10. Participate in case conferences, school conferences and court appearances with the family or individuals as requested.
11. Complete a monthly and quarterly reports as needed.
12. Provide crisis intervention services to clients, as needed.
13. Make appropriate referrals to other agencies and assists with obtaining other resources to benefit the program.
14. Develop relationship with other local, state, federal and tribal programs.
15. Participate in staff meetings, case staffing, in-house training sessions, field supervision and weekly face-to-face supervision.
16. Prepare court reports, as needed.
17. Maintain confidentiality of clients and obtain and maintain on file legal releases of information when needed.
18. Establish and maintain appropriate professional files which provide all necessary documentation regarding families and individuals.
19. Update professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional organizations; and conferring with representative of contracting agencies and related organizations.
20. Contribute to a team effort and accomplishes related results as required.
21. Performs other duties as assigned.

### MINIMUM QUALIFICATIONS

Experience: 

- One year of experience working with children and families

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- Experience conducting home visiting services

**AND**

Education:

- Associate degree in Social Work, psychology, sociology, or relevant field

**OR**

- An Equivalent combination of education and experience that show the ability to perform the required job duties.

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in Social Work or relevant field
- Licensed Bachelor of Social Work
- Certified Peer Support Worker (CPSW), Family Peer Support Worker (FPSW), Comprehensive Community Support Services (CCSS) Certification
- Keres speaking

### **MANDATORY KNOWLEDGE, SKILLS & ABILITIES**

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of Pueblo's traditional form of government, culture, and traditions
- Knowledge of the functions and structure of the Pueblo of Acoma
- Knowledge of applicable federal, state, county and local laws, regulations and requirements
- Knowledge of the Pueblo's judicial system
- Knowledge of records management procedures
- Knowledge of adult/child protective services, court related activities, experience in case management, assessment, case planning, and referral and crisis intervention
- Knowledge of Indian government
- Knowledge of chemical dependency issues, after care planning, and collaboration with other service providers locally and other communities
- Knowledge of child/elder abuse and neglect and child and adult development.
- Knowledge of home-based service delivery.
- Knowledge of community resources.
- Skill in operating business computers and office machines, including in a Windows environment; Word, Excel, Access, PowerPoint, and PC-based computerized accounting software
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations
- Skill in conducting interviews, and individual and group session with empathy and enthusiasm
- Skill in making effective decision in emergency situations
- Skill in maintaining accurate records
- Skill in report writing
- Ability to develop training and provide in-service training
- Ability to demonstrate good communication skills both verbally and in writing
- Ability to establish and maintain professional relationship with individuals of varying social and cultural backgrounds and with co-workers at all levels
- Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm
- Ability to work within a high complex and structured environment while maintain a creative and flexible problem-solving approach with clients
- Ability to maintain confidentiality
- Ability to analyze situations and adopt appropriate courses of action

- Ability to make a solid decision and exercise independent judgement
- Ability to be persuasive and tactful in controversial situations
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudices, and desire to help when dealing with people
- Ability to work extended hours and various work schedules and be able to work on a 24-hour on-call basis, as required
- Ability to demonstrate excellence and continually seek improvement in results
- Ability to interpret applicable federal, state, county and local laws, regulations, requirements, ordinances, and legislation
- Ability to perform other duties as assigned

## INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

## OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.
- Background investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Health Requirement:** None.
- Driver Check:** All applicants must possess a current valid Driver's License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.
- Drug screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

*To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at [www.puebloofacoma.org](http://www.puebloofacoma.org). All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.*