



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

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

OPENING DATE: January 13, 2022

CLOSING DATE: Open Until Filled

POSITION PURPOSE

Under the supervision of the Pueblo of Acoma Social Services (PASS) Director, the incumbent shall perform professional adult/child protection services in the general area of adult/child abuse and neglect

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Provide comprehensive protective services to adults and children and families to improve and strengthen family functioning.
2. Initiate child protective service investigations in accordance with agency policy and procedures and the Pueblo of Acoma Tribal Code and obtain information necessary to create appropriate case plans to provide safety, and well-being to children.
3. Assess the safety of and risk to all children of the family who are the subject of a referral as well as assess the family needs and strengths throughout the life of a case.
4. Develop safety plans for child(ren) who are subject of an investigation and determined to be conditionally safe or unsafe.
5. Conduct assessments and service planning with families to provide protection, well-being and permanency for children.
6. Coordinate investigation work with local law enforcement and/or Bureau of Indian Affairs Law Enforcement, when necessary.
7. Ensure all investigations are documented and referred to supervisor for review, approval, and closure with established guidelines.
8. Provide emergency placement services or long-term placement including preparing a child for placement and separation from natural families or extended family.
9. Prepare placement arrangements with emergency foster care parents or other. Refer individuals and families to additional services if necessary.
10. Testify in court to findings of the investigation and efforts made.
11. Share information with appropriate persons/agencies to provide quality service delivery, access to services, and awareness of the needs of the families.
12. Enter case related payments accurately and in a timely manner.
13. Provide transportation services as needed.
14. Conduct follow-up services and supportive crisis-related intervention services to children and families to prevent removal of children from their natural environments.
15. Complete monthly required reports.
16. Performs other work as assigned.

MINIMUM QUALIFICATIONS

Experience:

- Two years of experience social work and/or child protective services

AND

Education:

- Bachelor's degree in Social Work, Counseling, Psychology, Sociology, Criminal Justice, or Family Studies.

OR

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

PREFERRED QUALIFICATIONS

- Master's degree in Social Work
- CPSW, FPSW, or CCSW Licensure
- 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 Pueblo's judicial system
- Knowledge of child protective services, court related activities, experience in case management, assessment, diagnosis, treatment planning, counseling skills, referral, and crisis intervention
- Knowledge in chemical dependency issues, after care planning, and collaboration with other service providers locally and other communities
- Knowledge of human behavior
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations
- Skill in conducting interviews and individual and group sessions with empathy and enthusiasm
- Skill in making effective decisions in emergency situations
- Skill in operating computers and office equipment, including in a Windows environment, specifically Word, Excel, Access, and presentation software
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
- Ability to actively listen, giving full attention to what other people are saying; taking time to understand the points being made; asking questions as appropriate; and not interrupting at inappropriate times
- Ability to work effectively with individuals and demonstrate team-building skills with empathy and enthusiasm
- Ability to work with a highly complex and structured environment while maintaining a creative and flexible problem-solving approach with clients
- Ability to speak to others clearly to convey information effectively
- Ability to critically think; using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to maintain confidentiality
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice 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 good communication skills, verbally and written
- 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. 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.

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Pueblo of Acoma is a Drug Free Workplace.