

**PASSAMAQUODDY TRIBE
SOCIAL SERVICES-JOB DESCRIPTION**

Position: Social Services -Foster Care /IV-E Eligibility Specialist

Responsible to: Social Services Director

Job Responsibilities and Duties: The Foster Care/IV-E Eligibility Specialist is responsible for foster care case management, including all Title IV-E cases and assisting in the development and implementation of community awareness programs to successfully recruit Tribal Foster Homes. This position also works closely with the Case Manager in providing prevention, early intervention and supportive services designed to promote family cohesion, within the community.

1. Provide supportive services to children and families in the foster care system.
2. To work closely with IV-E consultant and Social Services Director on IV-E plan.
3. Provide case management services to foster parents, family caregivers, and permanent guardians.
4. Provide education, training and support to foster parents, family caregivers and permanent guardians.
5. Responsible for regular home visits for our children in care.
6. Assist in the development and implementation of community based awareness/prevention activities/programs addressing child abuse and neglect, substance abuse and other issues that may negatively impact family system functioning.
7. To keep clear and detailed records for casework activities, recording all case notes and/or completing reports within required timeframes.
8. To collaborate with and make appropriate referral of clients to other tribal service providers as well as to off-reservation agencies or resources.
9. To participate in the provision of education and support activities designed to promote family wellness.
10. To perform other duties as assigned.

Qualifications: High School diploma or GED required. Proven ability to maintain client confidentiality required. Ability to provide empathetic services and to keep clear and organized written records. Attend training/workshops as deemed necessary to enhance job performance; have a valid driver's license, carry out assigned duties and responsibilities in conformity with the standards as set forth in the Departmental Policies and Procedures; successfully undergo a criminal background check, including fingerprints as required by successfully undergo a character/background investigation, including fingerprinting as required by P.L. 101-630. Indian preference will be adhered to in accordance with the Passamaquoddy Tribe's Personnel Policies and Procedures.