



BLOOD TRIBE SOCIAL DEVELOPMENT

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BTEST Summer Student Employment Program 2007 Job Description

Position Title: Case Worker
Department: Blood Tribe Social Development
Immediate Supervisor: Elizabeth Day Chief
Position Term: May 02, 2007
Rate of Pay: \$12.00

GENERAL DESCRIPTION:

- The Caseworker interviews members of the Blood Tribe who are residing on the reserve who are receiving or applying for social assistance, assess and assist them in meeting their immediate basic needs.
- The Caseworker continues to work with and counsel clients in order to assist them in reaching their personal goals to improve their quality of life and to end their dependence on social assistance.
- Reports directly to the Caseworker Supervisor and maintain excellent working relations with the other Caseworkers.

MAJOR DUTIES AND RESPONSIBILITIES:

- Performs all duties and responsibilities in accordance with the Blood Tribe Administration Policies and Procedures and the Blood Tribe Social Development Policy Manual.
- Interviews clients seeking financial assistance on scheduled interview days to assess their basic needs and authorize issuance of social assistance according to the rates specified in the Social Assistance Manual and to use own discretion.
- Performs home visits to investigate the economic conditions of a new client, to reassess and discuss the basic needs of clients on continuing assistance, to evaluate the need for requested special needs assistance and to maintain contact with clientele.
- Assist clients to identify personal goals and develop plans to achieve those goals to end their dependence on social assistance and to improve their quality of life.
- Refer individuals to other agencies where they can receive necessary assistance and support. i.e. Treatment centers, counseling services, etc.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS:

- Must be supportive, honest, empathetic and non-judgmental. Excellent interpersonal, listening and counseling skills, good verbal and written communication skills. Able to maintain confidentiality over personal issues and information, to deal with upset and difficult clients.
- Possess a good understanding of mathematical and budgeting procedures and be knowledgeable of computers, software and office equipment.
- An asset to be able to communicate effectively in Blackfoot and have an understanding of native culture and issues.

NECESSARY TRAINING AND EXPERIENCE:

- Must be working towards a Bachelor of Social Work and/or Social Work Diploma.
- Have valid class 5 Drivers License and reliable transportation.