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| <b>KICKAPOO TRIBE IN KANSAS<br/>POSITION DESCRIPTION</b> |
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**Position Title:** Child Protection Services Worker

**Status:** Part-time

**Supervisor:** Social Services Director

**Position Description:**

The CPS worker is to investigate all child abuse and neglect cases involving children on the Kickapoo Reservation. Immediate consultation with the Tribal Judge, Tribal Law Enforcement, Tribal Prosecutor and Program Director will be required for emergency removal.

**Duties and Responsibilities:**

1. Receives, examines, investigates and evaluates every complaint of alleged child abuse (physical, emotional and sexual) and neglect when the alleged incident occurs on Indian trust land.
2. Assists with law enforcement officer(s) in determining whether emergency removal of the child from the parent/custodian is necessary.
3. Determine if allegations are substantiated and/or whether an informal adjustment is practicable or whether allegations should be referred to the tribal court.
4. Works cooperatively with Indian Court Judge, State Social Rehabilitation Services (SRS) Bureau of Indian Affairs and Indian Health Services (IHS), Officers of tribal courts and tribal officials serving in performance of duties and services to Indian children.
5. Complete assessments on families and/or custodians of children who have been abused/neglected and present findings and recommendations to the Tribal prosecutor and /or to the appropriate child welfare personnel.
6. Provides technical assistance and participation in all functioning of the local child protection team (CPT).
7. Assists in educating Indian communities in the areas of child abuse/neglect by conducting training and public awareness projects.
8. Responsible for collecting child abuse/neglect statistics for reporting purposes
9. Must provide appropriate referral/follow up on unsubstantiated reports of child abuse and neglect as necessary.
10. Must be willing to perform other duties as assigned.

**Qualifications:**

1. Must have a Bachelor degree in Social Work. At least one year's experience in work experience working with culturally diverse populations. Child Protection experience preferred.

2. Must possess current Kansas driver's license and have reliable transportation.
3. Must be on call 24/7 hours a day, seven days a week.
4. Must pass Kansas Bureau of Investigation (KBI) and Social Rehabilitation Services (SRS) Child Abuse and Neglect background checks.

**Privacy Policy:**

The manager must comply with all requirement and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC, 552a) (i)(l).

**Drug-free Workplace Policy:**

The Kickapoo Tribe In Kansas is committed to a drug-free work environment and requires all employees to participate in an employee drug-testing program as a condition of employment.

**Indian Preference Policy:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian preference. Consideration will be given to non-Indian application in the absence of qualified Indian Preference eligible.

Job Description: Child Protection Services Worker

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Employee signature

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Date

Job description approved by JL 8/07