

Kickapoo Tribe in Kansas

Position Description

Title: Social Services Family Support Worker

Position: Full Time/Non-Exempt

Location: Social Services Department

Supervisor: Social Services Director

Position Description:

This position involves clerical duties for all Social Service programs. This position requires basic knowledge in computers, fax and copy machine. The family support worker will support life skills such as teaching families the specific skills to remain safe together such as problem-solving, crisis management, parenting skills, and budgeting.

- The worker must maintain a contact log of all incoming telephone calls and direct contact with clients requesting services.
- Shall prepare financial requisitions for office supplies, equipment and emergency assistance to meet client's needs.
- Must be computer literate and will be required to expand new and existing forms as needed.
- This position requires the development and maintenance of confidential record keeping system.
- Will prepare new client's file in a timely manner for all programs within the social service agency.
- Will maintain GSA vehicle maintenance as needed.
- Excellent customer service skills, ability to work on several tasks concurrently, and attention to details and deadlines are essential to this position.

Essential Duties and Responsibilities:

- The worker must have skills to network with area agencies; make appropriate referrals to meet the families need.
- Must be able to perform basic office functions, typing, filing, answering phones, taking messages, logging incoming calls, logging daily mail and routing to appropriate staff.
- Worker will record all program expenditures.
- The worker will document correspondence, schedule meetings with parents as needed.
- Must have skills to accurately documents client's notes/record keeping.
- Shall be knowledgeable in networking with area agencies; properly making referrals, completing release of information forms correctly, faxing or mailing document to corresponding party.
- Will communicate on a weekly basis to elementary, middle and high schools in monitoring children's attendance, report cards, and behavioral concerns within the school.
- Shall be able to transport children to medical, dental and/or mental health services.
- The Support Worker must be on call to respond family's crisis as needed.
- Will be required to attend training pertaining to job duties.

- Willing to work some evenings to attend home visit appointments with client's family.
- Other duties as assigned by Director.

Qualifications:

This position requires a high school diploma or equivalent as well as one (1) to three (3) years of administrative, human services or clerical experience.

Privacy Act:

Support Worker must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522a) (I) (I).

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference Policy:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference of 1.934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be giving to non-Indian applicants in the absence of qualified Indian Preference eligible.

The Kickapoo Tribe in Kansas reserves the right to amend this position description at any time.