



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257

Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	No
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?	No

Indian Preferences in Hiring shall apply to Swinomish Indian Tribal Community Job Opportunities.

JOB TITLE: Social Worker
DEPARTMENT: Swinomish Defense Services, Legal Department

POSITION SUMMARY:

Swinomish Defense Services (SDS) provides legal representation to persons charged with crimes in Swinomish Tribal Court. SDS also endeavors to address the collateral consequences of criminal legal system involvement and other structural and systemic issues that undermine the rights of our clients and their ability to be successful. The SDS Social Worker is a key member of a two-person defense team. Under the supervision of the Public Defender, the SDS Social Worker conducts social work and case-related tasks to support clients prior to case resolution; after disposition, through probation and diversion programs; and with re-entry post-incarceration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Engage, develop and maintain quality relationships with clients
- Honor client agency and advocate as needed to support client objectives
- Administer screening and assessment tools to determine client needs
- Assist clients in developing safe, appropriate and client-centered Action Plans that document strategies and measurable objectives to meet legal, social and health goals
- Connect clients to long or short-term community-based resources to meet Action Plan goals
- Interview and engage collateral resources like families, lay people and experts
- Write informational memoranda and reports
- Maintain updated records and files on all cases
- Support and counsel clients and their families navigating criminal legal systems
- Develop and maintain cooperative relationships with community-based service providers
- Participate in community collaboration for resource development; maintain current knowledge about resource availability; create and maintain database of contact information
- Provide continuous assessments to assure client goals and objectives are current
- Provide quality discharge planning to help client achieve their Action Plan goals
- Conduct quality improvement activities to assure outcomes are meeting program goals
- Foster communication with tribal, federal and state probation offices; community outreach organizations, and social services providers; create and maintain database of contact information
- Maintain familiarity with current and developing best practices for the client community
- Provide services in a manner that supports the Social Work Code of Ethics and SDS's ethics policies
- Perform other job duties as assigned

Cultural Competence

- Possess and demonstrate a meaningful commitment to Native communities, social justice, and the elimination of disparities between Native and non-Native communities in education, health, economics, and criminal legal systems.
- Enjoy and excel working in a cross-cultural and interdisciplinary work environment.
- Understand, appreciate, and support cultural practices of the Tribal community.

MINIMUM QUALIFICATIONS

Qualified applicants must have:

- Master’s Degree in Social Work or related behavioral science field; Bachelor’s Degree plus 2 years working directly with clients involved in the criminal legal system may suffice in lieu of Master’s Degree for a candidate with a demonstrated commitment to indigent defense and harm reduction principles
- 2 years of social case work experience in a public, non-profit, or community organization
- 1 year of experience in the criminal legal field
- Strong interpersonal communication skills, including active listening, negotiation, and facilitation
- A demonstrated commitment to indigent defense and/or working with Native or other minority communities and/or restorative justice
- Understand and comply meticulously with Tribal and ethical confidentiality requirements
- A Washington State driver’s license, or the ability to promptly obtain a Washington State driver’s license

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and adherence to evidence-based practices and current standards of profession
- Experience working with Tribal communities and people impacted by the social determinants of health
- Understand and apply the essential task of Care Coordination and Case Management practices
- Demonstrated ability to assess client legal, social and health status
- Ability to understand and develop appropriate Action Plans and make clear and concise recommendations
- Demonstrated advocacy skills and sensitivity to the needs and values of Tribal members
- Ability to keep up to date with changing work and practices in the social work field to ensure compliance with the latest laws, regulations and techniques to support clients
- Ability to testify effectively in Swinomish, Federal and State courts
- Ability to thrive in small office working for a small community
- Skill in handling confidential information to safeguard client privacy and identity
- Skill in identifying potential ethical issues and seeking advice
- Ability to communicate effectively in both oral and written format
- Skill in preparing detailed narrative reports, correspondence and other written materials to support positive outcomes
- Skill in using office software programs
- Enjoy and excel at both independent and collaborative problem-solving
- Ability to plan, prioritize and coordinate work assignments and/or projects
- Desire and ability to work independently without need for frequent or close guidance or direction

WORK ENVIRONMENT AND TIME COMMITMENT

Work schedule is 40 hours per week. This is a full-time position. SDS is currently working a hybrid remote-in-office schedule to reduce COVID-19 risks to staff, Tribal leadership and Tribal members. In-office work takes place in a Tribal building with standard office furnishings and equipment. Noise level is generally moderate, lighting and temperature are adequate; there are no hazardous or unpleasant conditions caused by noise, dust, etc. Lifting and/or carrying up to ten pounds is required frequently with occasional lifting and/or carrying of up to 25 pounds. Travel within Skagit County is regularly required. Travel out of town and out of state, including overnight travel, is occasionally required.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Social Worker is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____