

**CATAWBA INDIAN NATION**  
**Notice of Job Vacancy**

**Vacant Posting Date: August 23, 2010**

**Application Deadline Date: September 1, 2010**

<b>POSITION:</b> Social Services Representative <b>PAY RANGE:</b> \$25,000 - \$30,000; depending qualifications and experience
---

**JOB DESCRIPTION:** The Social Services Representative will carry out the Scope of Work for this program in accordance with standards outlined in 25 CFR, Part 20, financial assistance and Social Services Program. Under supervision of Social Services Director performs general social work duties. Duties include, but not limited to, gathering information, assessments, providing counseling services with the client and the family, identifying and recommending services, suggesting programs and coordinating with other agencies and departments.

**MAJOR DUTIES**

- Determine the client is eligible for tribal social services
- Conduct home visits to evaluate family's current circumstances & provide on-going family services
- Develop treatment plans to improve family living conditions or financial stabilities
- Establish, update and maintain file records with up-to-date information and documentation for client case files, property, budget, and other administrative branch files
- Establish and maintain relationships with other agencies and organizations to assist in meeting the needs of tribal members
- Schedule, attend and participate in department staff meetings
- Attend and participate in all scheduled or non-scheduled staff meetings and any necessary training at the current work location or other specified locations.
- Assist in management of other federal funds
- Attend trainings, seminars and classes as required
- Provide switchboard backup duties as required
- Performs other duties as assigned

**QUALIFICATIONS, KNOWLEDGE SKILLS AND ABILITIES**

- Ability to maintain confidentiality
- Prefer prior experience working with diverse populations
- Independent and self-motivated to complete required tasks in a timely manner with a minimum supervision
- Ability to maintain effective working relationship with other employees and maintain a courteous and professional demeanor with the public at all times.
- Ability to attend seminars and training as required
- Ability to meet deadlines

**MINIMUM REQUIREMENTS**

- A minimum of a GED or High School Diploma; prefer Associates in Human Services/Social Services field.
- Posses a valid driver's license.
- Excellent verbal and written communication skills;
- Exceptional telephone etiquette and customer service skills
- Flexibility to work nights and weekends

**Catawba Indian Nation exercises INDIAN PREFERENCE**

Native American Indian preference shall apply to this position pursuant to the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws (title 25, U.S. code, Section 472 & 473).

**Background checks and drug screening are requirements for employment.**

*Completion or submission of an application and/or resume does not guarantee an interview or an offer of employment. We only contact candidates selected for interviews and do not hold applicants for future vacancies. Applications must be submitted for current posted positions.*

**To apply, submit application and resume with salary requirements no later than **5:00 p.m., September 1, 2010** to: The Catawba Indian Nation, Attention: Administrative Officer, 996 Avenue of the Nations, Rock Hill, South Carolina, 29730.**