

## JOB OPENING ANNOUNCEMENT

**Job Title:** CPS Investigator

**Report To:** Social Services Director

**Department:** Social Services

**Job Vacancy:** YAN-24-076

**Status:** Full-Time / Exempt

**Starting Wage:** DOE

**Opening Date:** 9/9/2024

**Closing Date:** 9/20/2024

### **POSITION DESCRIPTION:**

The CPS Investigator is responsible for the delivery of protective and preventive social services to Tribal members and their families, who are suspected of or subjected to physical, emotional and/or sexual abuse and neglect.

### **QUALIFICATIONS:**

- Bachelor's Degree in Social Work, Sociology, Psychology, Criminal Justice or closely related field or;
- Minimum of two (2) years' experience providing direct services to individuals, children and families, preferably experience with Native American clientele, in a Social Service Agency, Law Enforcement or Judicial field.
- Ability to interpret and implement Federal and Tribal Laws, Rules and Regulations.
- Must be able to read, write and speak English language.
- Ability to communicate effectively, both orally and in writing.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Knowledge of the history, culture, laws, rules, customs and traditions of the Yavapai-Apache Nation.
- With daily supervision, provide Social Services to Tribal Members and their families by responding to allegations of child abuse and neglect and in accordance with the requirements set forth in BIA CFR Part 20 and with the policies of the Yavapai-Apache Nation.
- Administer and deliver services to include intake interviews and assessments, foster care placements, child protective services to include developing safety and case plans to include educational, mental and physical health, financial stability to improve the social and psychological functioning of children and their families.
- Prepare required documentation, reports and create case files for transfer to case social workers.
- Prepare and submit court reports as required according to the Children and Families Code.
- Attend Court hearings as required in order to advocate for children and families.
- Utilize and make referrals to community resource programs to maximize the family-well-being and the academic functioning of children.

- Provide crisis intervention emergency foster care services after hours and weekends.
- Maintain complete confidentiality of all information relating to the individual social services issues, except as required by law.
- Responsible for developing and implementing public awareness programs that strengthen families and prevent child abuse and neglect.
- Provide in-home services to families which prevent the removal of children.
- Performs other duties as assigned and authorized.

### **SPECIAL REQUIREMENTS**

May be required to work beyond normal work hours including nights, weekends and holidays.

### **Physical Requirements**

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

The employee is frequently in the field performing assessment of protection needs and subject to various conditions of terrain, weather and animals.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**