

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



Announcement # 2014-149 Issue Date: 08-19-14 Closing Date: 09-02-14

**Foster Home Licensor/Recruiter**  
**Nak NuWe Sha**  
**Department of Human Services**  
**Hourly Wage: \$19.51/Full-Time/Regular**

Responsible for providing highly skilled and intensive services to applicant applying for a Foster Home License through the Nak Nu We Sha Program. Duties include Recruitment of Applicants and Outreach on Referrals of Applicants; Orientation, Certification and Retention of Foster Care Homes. Provide Orientation to applicants by description of types of foster care, varying types of reimbursement including, cultural competencies and the Washington State Computer Supplementary service system and foster parent responsibilities. Files must be maintained pursuant to Washington State Administrative Code described in Chapter 32, which require State Forms, Legal Document, Home-Studies and training or treatment plans.

**Knowledge, Skills and Abilities:**

- Must have working knowledge of the Indian Child Welfare Act of 1978, Adam Walsh Act and Privacy Act.
- Ability to establish and maintain effective working relationships with co-workers, the general public and other professionals.
- Ability to use professional skills effectively in an objective manner with insight.
- Ability to communicate effectively both in written and oral communication with applicants: Providing Orientation of Recruitment Packet, Timely Processing of Applicants documents – Background and Finger Prints and Home Studies, and Certified Training Hours.
- Demonstrate the ability to perform the work as Licensor/Recruiter and adhere to Child Placing Agency renewal process with State Agency.

**General Recruiting:**

- Minimum of Bachelor's Degree in Social Work with three (3) years experience in Social Work Field.

**Necessary Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess or have the ability to obtain a current Washington State Driver license and Yakama Nation Driver Permit; Possess Liability Insurance on Personal Vehicle.
- Maintain Current First Aid/CPR and HIV/Aids Certification.