



## PECHANGA BAND OF INDIANS

*Pechanga Indian Reservation*

Post Office Box 1477 • Temecula, CA 92593  
Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:  
Mark Macarro

Council Members:  
Raymond J. Basquez Jr.  
Louise Burke  
Catalina R. Chacon  
Marc Luker  
Joseph Murphy  
Michael A. Vasquez

Tribal Secretary:  
Jasmine Torres

Tribal Treasurer:  
Amy Minniear

### JOB DESCRIPTION

**JOB TITLE:** Clinical Substance Abuse Social Worker  
**STATUS:** Non-Exempt  
**CLASSIFICATION:** Full-Time  
**DEPARTMENT:** Pechanga Child & Family Services (PCFS)  
**SUPERVISOR:** PCFS Director  
**POSITION CATEGORY:** B  
**RATE OF PAY:** DOE

#### SUMMARY:

Under administrative direction of PCFS Director, the Clinical Substance Abuse Social Worker (CSASW) will assess and treat members with substance abuse problems; providing individual therapy, crisis intervention, case management, client advocacy, prevention, and education services and support. In addition to individual support to tribal members, the CSASW will work closely to treat members who fall under the Tribal Court and Trust Review Board jurisdiction. In addition to providing coverage for child welfare matters when needed.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Counsel clients in individual or group sessions to assist them in dealing with personal issues, substance abuse, mental or physical illness, or physical abuse.
- Monitor, evaluate, and record client progress with respect to treatment goals.
- Maintain confidential client records.
- Ensure case record documentation is current, accurate, thorough and compliant.
- Interview clients and family members to gather information about their background, home environment, family relationships and health history.
- Review records, conduct assessments, or confer with other professionals to evaluate the mental or physical condition of clients.
- Collaborate with other professionals to assess client needs, develop recommendations and/or coordinate individual treatment plans.
- Intervene as a crisis counselor in situations requiring immediate psychological treatment
- Collaborate and work directly with appointed Tribal Conservator, or State Conservator, if applicable.
- Establish and maintain effective working relationships with clients, their families, other staff members, and mental health organizations/agencies.
- Counsel and assist family members to understand how best to work with and support the client.
- Assist client and families to understand, accept, and follow medical recommendations.
- Modify treatment plans as appropriate, to accommodate client needs.

**Hiring Preference:** The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

- Educate clients and/or community members about mental and/or physical illness, abuse, medication, and available community resources.
- Assist clients in adhering to treatment plans, such as setting up appointments, arranging for transportation to appointments, and providing support.
- Assist clients in handling details of daily life and self-sufficiency.
- Maintain and increase social work knowledge by reviewing current literature, conducting social research, or attending seminars, training workshops, or classes.
- Advise others on social or educational issues.
- Provide Departmental coverage for child welfare matters.
- Be present for elders who receive Adult Protective Services referrals from the County.
- Appear in Tribal Court as required.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

#### **QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

- Master's Degree in Social Work (MSW) from accredited school of Social Work required
- Bachelor's degree in Social Work preferred or Sociology, Psychology, Counseling, or Human Services required.
- Minimum of two (2) years' experience in the field of social work required.
- Experience providing social work services in Tribal Communities, including significant experience in substance abuse, or substance abuse with co-occurring disorders preferred.
- LCSW or LMFT in good standing in State of California, OR AMFT/ACSW through Board of Behavioral Sciences with a minimum of 1500 accumulated hours required.
- Tribal Court experience preferred.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing and random testing.
- Must successfully pass a pre-employment background investigation.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have knowledge of American Indian culture and experience
- Must have knowledge of Tribal Communities;
- Must have knowledge of substance abuse in tribal communities;
- Must have experience working with Tribes;
- Must have experience working in a court setting, preferably tribal court; and Research, analysis, evaluation and reporting techniques.
- Knowledge of community and social service resources for housing or treatment to assist in recovery from mental or physical illness,
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to operate standard office equipment including computers and related software.
- Ability to maintain records and prepare reports.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems

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reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is occasionally required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds and occasionally stand on step ladders.

This is largely a sedentary role that includes sitting for extended periods of time; however, handling and managing documents and files is required. This would require the ability to lift files, open filing cabinets and bend, stoop or stand as necessary.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events and when outdoors.

***Employee's acknowledgement:*** I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of employee

\_\_\_\_\_  
Signature of Employee's Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of employee's manager

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