

Sisseton Wahpeton Oyate

Job Description

Job Title: CPS Agent

Reports to: Program Manager

Duties and Responsibilities:

1. Investigate alleged child abuse and neglect and determines required action; removes children from their home when necessary.
2. Works cooperatively and collaboratively with Protective Service workers, Case Manager/Coordinator and Program Manager in assuring that all complaints and referrals are responded to in an effective and efficient manner.
3. Works cooperatively and collaboratively with BIA Criminal Investigator, and FBI on cases of child sexual abuse cases and severe physical abuse cases.
4. Must be able to communicate with community, Tribal and State Agencies on client referrals (i.e. State/Tribal Courts, Alcohol & Drug Programs, Department of Social Services, State/Tribal Probation, etc.)
5. Completes and process all necessary paperwork so that cases are properly documented.
6. Does In take (on-call) duty one day per week and one on-call week-end duty per month.
7. Initiates legal action against the parent and/or perpetrator.
8. Works cooperatively and collaboratively with tribal prosecutor, states attorney and all cases requiring legal action.
9. Provides testimony on cases brought to court.
10. Performs other related duties, as assigned

Qualifications:

1. Must have a valid Driver's License
2. Bachelor's degree in social work or in a field of Behavioral Science; or an equivalent combination of related education and experience.

3. Good verbal and writing skills is a necessity
4. Computer experience is required.
5. Ability to communicate clearly and diplomatically with parents and others involved in the investigative process, both verbally and in writing, is essential.
6. Two to five years in field experience is important.
7. Must live an alcohol and drug free life style, as 99% of cases are alcohol and drug related.

Approved

Myra Thompson

Date:

8/23/2021