

Tribe

HUMAN RESOURCES DEPARTMENT

Address 1

Address 2

Telephone:

Fax:

VACANCY ANNOUNCEMENT

JOB TITLE: Child Welfare Coordinator

RATE OF PAY: \$DOE

LOCATION: Social Services

CLOSING DATE: Continuous

The _____ is seeking applicants to perform professional adult/child protection services and to provide professional case management services.

SUPERVISION: Works under the direct supervision of the Social Services Director.

DUTIES AND RESPONSIBILITIES:

<ul style="list-style-type: none">• Demonstrates appropriate knowledge of social service type programs and sound judgment in providing foster care services to clients with a wide array of needs.• Implements the Indian Child Welfare Act (ICWA) program goals and objectives.• Recruits families or interested parties for foster parenting through community awareness and marketing of foster care program.• Accepts applications and determines the eligibility for foster care payments.• Interviews and completes foster care home studies based on information collected from prospective foster parents.• Performs licensing for foster homes and parents.• Prepares foster parenting contracts and agreements between foster family and children on an annual basis.• Develops and facilitates foster parent trainings; incorporates traditional and western parenting skills in parent training curriculum.• Provides foster care supportive counseling during placement and is able to identify and plan to meet the specific needs of foster families and the children for whom they care.• Prepares investigative reports, home studies, social summaries and court documents as needed for any court proceedings.• Prepares and develops individual and family treatment plans and treatment contracts between children and family.• Provides crisis intervention services to clients.• Coordinates a follow-up program to ensure continued support for foster parents and children.• Manages all case files in compliance with BIA/SPA guidelines ensuring confidentiality.• Makes appropriate referrals to other agencies and assists in obtaining other resources to benefit the ICWA program and other Social Service Programs• Develops professional relationships with other local, state, federal, and tribal programs dealing with foster parenting and other services to children, adolescents and families to increase services and provide strength-based approaches.• Assists BIA/SPA social workers with placement services for children, families, foster parents, and other services as required.• Conducts follow-up services to ensure client is compliant with service/case plan.	<ul style="list-style-type: none">• Coordinates services with local and out of state social service departments.• Meets all reporting requirement in a timely manner to ICWA, BIA Tribal Officials, Tribal Council and other agencies as needed.• Connects clients with community resources.• Maintains positive relations with community members, organizations, and agencies by educating and providing information related to foster care, parenting and other pertinent social services issues.• Attends treatment team meetings and other meetings as assigned.• Generates and submits quarterly and monthly reports for Program Director's review.• Drafts quarterly report to BIA/SPA.• Prepares court reports and related documents as assigned or required.• Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conferences; reviews professional publications; establishes networks; participates in professional societies; and confers with representatives of contracting agencies and related organizations.• Contributes to a team effort and accomplishes related results as required.• Provides protective services to adults, children, and families to improve and strengthen family functioning.• Provides case management and referral services for client caseload as assigned by the Director.• Coordinates investigation work with other social services program staff, local law enforcement and/or BIA Law Enforcement, when necessary.• Prepares pre-placement services including assessments, psychological evaluation reports, medical/immunization records, school placements and supportive counseling for children and families.• Provides prevention services to children and families in the areas of adult/child abuse/neglect, domestic violence, substance abuse, healthy family functioning, budgeting, healthy traditional parenting, etc.• Performs other duties as required, including providing transportation services, as needed.
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MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in psychology, behavioral health, social work, or related field plus five (5) years experience in social work, adoption services, foster care services, or related field; or, equivalent combination of education and experience.
- Must have experience in Indian Child Welfare and all aspects of working an ICWA case (i.e., intervening in state court proceedings; transferring jurisdiction; tribal-state case collaboration; evaluating active efforts; testifying in state court proceedings and providing QEW testimony).
- Must have experience with Title IV-E foster care and adoption subsidy.
- Must possess current valid Driver’s License with no DWIs in the past three (3) years or as required by tribal insurance regarding driving record.

KNOWLEDGE, ABILITIES AND SKILLS:

<p>Knowledge of:</p> <ul style="list-style-type: none"> • Traditional form of government and <u>tribe</u> customs/traditions. • Functions and structure of the <u>tribe</u>. • Ability to interpret applicable federal, state, county and local laws, regulations, ordinances, legislation, and requirements. • <u>Tribes</u> judicial system and law and order code. • Records management procedures. • Business English, proper spelling, grammar, punctuation, and basic arithmetic. 	<p>Ability to:</p> <ul style="list-style-type: none"> • Communicate effectively in the English language, both verbally and in writing. • Communicate fluently in the ___ language. • Establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels. • Work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm. • Work within a highly complex and structured environment while maintaining a creative and flexible problem-solving approach with clients. • Maintain confidentiality. • Analyze situations and adopt appropriate courses of actions. • Work independently and meet strict time lines. • Make solid decisions and exercise independent judgment. • Be persuasive and tactful in controversial situations. • Define problems, collect data, establish facts, draw valid conclusions and make effective decisions in emergency situations. 	<p>Ability to: (continued):</p> <ul style="list-style-type: none"> • Demonstrate moral character, honesty, tact, fairness, lack of prejudice, and a desire to help when dealing with people. • Work extended hours and various work schedules and be able to work on a 24-hour on-call basis as required. • Demonstrate excellence in everything, and continually seek improvement in results. • Integrate training, experience, and common sense sufficient to identify potentially dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved. <p>Skill in:</p> <ul style="list-style-type: none"> • Operating business computers and office machines such as Work, Excel, Power Point, and PC-based computerized accounting software. • Analyzing problems, projecting consequence, identifying solutions, and implementing recommendations. • Conducting interviews and individual/group counseling sessions with empathy and enthusiasm. • Maintaining accurate records.
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EMPLOYMENT REQUIREMENTS:

Type	Required
• Pre-Employment Drug Test	X
• Background Check (Criminal/Employment)	X
• Fingerprint Verification	X
• Must be insurable through Tribal Auto Insurance	X
• Other:	

To apply, applications are available in the Human Resource (HR) Office or on-line at _____. All applications must be submitted to the _____ HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed. Except for Tribes and Indian Preference, consideration will be given without regard to any non-merit factors such as race, color, religion, sex, national origin, or age.

VA0042017

Tribes is a Drug Free Workplace.

FIRST AMENDMENT: This amendment revises the previous vacancy announcement to extend the closing date. Applicants who applied for the previous advertised vacancy announcement will remain in active status and need not apply to this notice.