

Tribe

Job Description

Position:	ICW Director	Position Status:	Full Time Reg.
Department:	Social Services Department	Exempt Status:	Non-Exempt
Location:		Pay Grade:	
Reports To:	Social Worker/Social Services-Family & Community Services Director	Adopted/Revised Date:	
Supervises:	Case Worker		

Equal Employment Opportunity Statement

The Tribe does not discriminate on the basis of race, color, national origin, sex, religion, and age or disability status in employment. Individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

Summary of Responsibilities:

The Indian Child Welfare Director position is established to provide Indian child welfare and family support services to eligible children and their families. The position will meet the need for service referrals for individuals and households. Advocacy and follow up services on child welfare services, certifying, developing and recruiting families to provide out of home placements for Indian children.

Essential Duties and Responsibilities:

- Attend and work with both tribal and state courts on court involved cases in child welfare cases and to monitor or intervene in cases.
- Work in identifying alternative out of home placements for children under both Tribal custody and receive and assist state referred referrals for placements.
- Search to identify Indian foster care homes and Indian adoptive parents through active efforts in the community and statewide recruitment.
- Maintain casework with emphasis on collecting and compiling factual data on individuals, families, and groups to determine service needs and address identified problems to include transportation.
- Provide and monitor service referrals, provide home studies, assessments and case outcomes through follow-up contact with individuals, families and service providers in all areas of services as to treatment, prevention and advocacy.
- Ensure the smooth running of the establishment, which includes checking on the staff, supplies, and any other problem which can affect the smooth running of the establishment.
- Collaborate with area service providers including tribal and state services, Indian Health Service, tribal and local law enforcement, county and tribal court, and the local Housing Authority.
- Prepare monthly, quarterly, and annual narrative reports to the Social Services Director, tribal council, general counsel, and funding agency as required.
- Implement the goals and objectives of the grants.
- Assist and attend meetings and trainings on child abuse and neglect, foster care, adoption and related subjects and activities to gain skills to increase and enhance foster care/adoptive services.
- Serve as advocate for Indian children and Indian family unit in representing and articulating needs and in providing liaison between Indian clientele and social service providers and

agencies, especially in foster care placements.

Education and Experience:

- AA Degree or Bachelor's Degree in social work or comparable equivalent work and training experience.

Certificates:

- CPR and First Aid Certification
- Active Driver's License

Knowledge, Skills and Abilities:

- General knowledge of Indian Child Welfare program and the Tribal, Federal, and State laws that govern the Indian Child Welfare program.
- Knowledgeable about working within Tribal customs, government and Indian family structures.
- Ability to express ideas clearly and concisely and to plan and execute work effectively.
- Knowledge of behavioral and socioeconomic problems and their treatment
- Knowledge of laws, regulations and policies which govern social work programs.
- Knowledge of methods and principals of casework.
- Knowledge of social work principals, techniques and practices and their application to specific casework and community problems.
- Thorough skills in effectively working with people, in evaluation and choosing appropriate course of action; and in communicating effectively both orally and in writing.
- Ability to exercise good judgment at all times, including under stressful, high-pressure situations.
- Must be able to read, understand, apply and retain knowledge of departmental rules, regulations, and policies.
- Productive and effective time management, flexibility in responding to a variety of work tasks.
- Proficiency with basic information technology.
- Must be able to stand, sit, and walk for prolonged periods of time in order to properly perform the assigned job duties.

Conditions of Employment:

The Tribe operates a drug-free workplace.

- Must submit to and pass applicable drug test.
- Must pass background investigations for suitability of character identified in accordance with the Indian Child Protection and Family Violence Prevention Act.
- Must be able to work flexible hours and work hours other than normal hours including weekends and holidays.

Revision History

Date	Version	Description	Author
	1.0	Job description modification.	

APPROVAL Date _____ _____
