

## **JOB DESCRIPTION**

**POSITION:** ICWA Program Specialist

**LOCATION:** Health & Human Services Department

**POSITION TYPE:** Exempt

**SALARY:** Tier 11

**SUPERVISES:** N/A

**REPORTS TO:** Social Services Director

### **POSITION SUMMARY:**

Under the direction of the Lead Social Worker, the ICW Program Specialist is responsible for the overall management of the Indian Child Welfare Program. Responsible for the general well-being and best interest of Native American children in State custody or that are placed out of the home in state or tribal foster homes, kinship placement or adoptive homes.

### **ESSENTIAL FUNCTIONS:**

1. Develops and maintains policy and procedure for ICW Program;
2. Develops and maintains internal/external child welfare reports;
3. Performs routine home visits, house assessments, court advocacy, establishment of foster or adoptive homes and a referral resource for children and families.
4. Serves as an advocate for families to ensure the compliance of the Indian Child Welfare Act (ICWA);
5. Provide case management to include but not limited to; writing court reports, maintaining correct and confidential records, completing contact/progress notes, preparing monthly reports and participating in meetings/court proceedings relevant to clients;
6. Conducts frequent interviews with families (including adoptive and foster homes), social workers, service providers, counselors, and child advocates to assure best interest of child;
7. Initiates emergency investigations, placements, and removals;
8. Serve as a Court Advocate for the Indian child/family to ensure compliance with ICWA requirements, attend all court proceedings, review notifications/petitions involving deprived children, and take appropriate action in judicial determinations;
9. Serves as referral resource for children/families to provide resource for services in an effort to preserve the break-up of the family;
10. Educates internal/external agencies and community on ICWA;
11. Conduct home studies for foster or adoptive purposes that will provide temporary or permanent placement for children;
12. Monitors and ensures compliance with ICWA notices;

13. Establishes effective working relationship with YDSP departments and reports according to individual department policy and procedure;
14. Establishes process for children to maintain cultural affiliation;
15. Develops forms to ensure compliance with Tribal codes and BIA CFR's;
16. Provides support in development of Children Code;
17. Monitor all ICWA cases under the BIA specified regulations;
18. Provide monthly reports to Tribal attorney on cases needing intervention;
19. Recruits eligible foster parents and emergency homes;
20. Required to participate in the Tribe's Emergency Management Plan;
21. Other position related duties as required and assigned;

**MINIMUM REQUIREMENTS:**

Bachelor's Degree in Social Work or related field plus two years of experience in a related field and/or training; or equivalent combination of education and experience. Bilingual-English/Spanish; Must have a current [state] Driver's License and be insurable. Must be able to successfully pass a post-offer drug screen and criminal history background check. Ability to travel overnight (approximate 10%).

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of social work principles, techniques and practices and their application to casework, group work, and community needs; must be able to function as a member of an interdisciplinary group; must have excellent interpersonal skills. Must have working knowledge of Microsoft Office. Excellent communication and listening skills. Must have good facilitation skills. Must be able to handle multiple priorities effectively. Ability to read, analyze and interpret technical procedures or governmental regulations. Must be able to communicate effectively with local, state and federal agencies. Must have an understanding of the Tribal culture, practices and traditional form of government. Ability to effectively present information and respond to questions from client or Tribal Council. Attributes include diplomacy and professionalism. Must be able to work flexible hours as required.

**PHYSICAL REQUIREMENTS:**

While performing the essential functions of this position, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to reach with hand and arms. The employee may be required to lift up to 10 pounds. The vision requirements include: close vision and ability to adjust focus.

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*This description is a summary of principle responsibilities and is not intended to include all duties which may be assigned.*

My signature below indicates receipt of a copy of this position description. This does not in any way construe a contract for employment with Tribe.

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Signature

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Date