

Tribe

JOB DESCRIPTION

POSITION:	SOCIAL WORKER Indian Child Welfare Specialist
COMPONENT:	Social Services
IMMEDIATE SUPERVISOR:	Social Services Director

GENERAL DESCRIPTION

ICW Specialist will provide social work services and case management to Indian children and families served by the Social Services Department. The Specialist will be required to attend and testify at court hearings on a frequent basis. The Specialist must be able to establish and maintain excellent working relationships/partnerships with internal and external stakeholders in order to meet the needs of the population served and the Nation.

Under Federal Law, all qualified Indian Applicants will receive preference to non-Indian applicants. In accordance with the Indian Preference Act of 1934 (25 USC 474), priority in selection will be given to Indian candidates who present proof of eligibility for preference. Submit to back ground check and clearance to work with children as provided in P.L. 101-630, Family Violence Prevention Act. Agree to Drug Free Work requirements.

QUALIFICATIONS:

- Master's Degree in Social Work or related field; or
- Bachelor's Degree in Social work with three (3) years direct working experience in child welfare services may be substituted for Master's Degree.
- Direct working knowledge and experience with children and families involved in the child welfare system due to abuse/neglect problems.
- Knowledge of state and tribal welfare services. Must be knowledgeable of Tribal Code, Federal Law & Regulations, and State Laws pertaining to children and child welfare.
- Familiarity with the judicial system of state and tribal courts, juvenile court proceedings and the Federal Indian Child Welfare Act and the State Indian Child Welfare Act.

- Knowledge of family dynamics, child development, assessment in the risks of abuse and neglect with families and children.
- Ability to prioritize workloads, maintain confidentiality, works independently and upon own initiative.
- Ability to interact and communicate effectively with the Native American population and the general public. Must be able to communicate professionally and effectively using both verbal and written skills.
- Must be experienced using Microsoft Word, Excel, Power Point, Publisher, and Outlook in an effective manner and with no supervision. Will be required to document work using the Social Services Child Welfare Information System.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Responsible for direct service provisions of a P.L. 95-608 Indian Child Welfare grant as outlined in 25 CFR Part 23, for the Tribe.
- Receive and review court notifications involving children with appropriate actions taken in the best interest of the child with tribal consideration.
- Provide remedial and rehabilitative services for family reunification when appropriate, or make referrals and links to outside agencies with follow-up.
- Develop and maintain case plans, treatment plans and case files on individual children and parents.
- Prepare written reports for the following: to document services for grant funding and applications in regard to continued services and program planning, reports to courts and other service agencies and home studies.
- Conduct home visits, attends all court hearings and conduct case assessments for preventive services.
- Assist Child Protection Caseworker in recommendations of child abuse/neglect of children. Receive and coordinate child abuse/neglect referrals from the Child Protection Caseworker, State Department of Human Services, and other agencies regarding reports of alleged child abuse/neglect with appropriate action and follow-up taken.
- On call 24 hours a day, 365 days per year for child welfare related emergencies. Must be accessible by phone or email at all times.

- May be required to complete intakes and investigations occasionally.
- All other duties as assigned.

SUPERVISION EXERCISED: None

ADDITIONAL REQUIREMENTS:

- ◆ Must never have been convicted or pled guilty of a crime of domestic violence, child abuse, elder abuse, sexual offense or a crime of violence (felony).
- ◆ Must not have resigned to avoid disciplinary actions or have been dismissed from employment within the past three (3) years.
- ◆ Cannot be delinquent on any pending child support action or any established child support action/payment.
- ◆ Must have no involvement with any child or social service protection agency as a client.
- ◆ Must have no alcohol or drug abuse charges or domestic violence charges within the past five (5) years. (Mandatory).
- ◆ Drug-Free Work Environment
- ◆ National Crime Information Center and Child Abuse Registry background check
- ◆ College transcript
- ◆ Resume
- ◆ Copies of Training Certificates if used for qualifications
- ◆ Signed consent of background investigation form
- ◆ Must be willing to obtain CPR Certification

Employee

Date