JOB VACANCY ANNOUNCEMENT

Opening Date: February 16, 2021
Closing Date: Until Filled
Position: Indian Child Welfare Act Advocate (ICWA)
Reports to: ICWA Program Manager
Salary/Wage: Grade 7; $26.15 - $28.87/HR DOE
Department: Social Services
Hours: Monday – Friday; Varies based on schedule
Location: ASNA/SSMH

Brief Summary:
Coordinates activities of the Indian Child Welfare Program and maintains programs that fulfill the intent of the Indian Child Welfare Act. The objective of the Tribal ICWA Program is to prevent the breakup of Native families and to ensure that the permanent removal of Native child from the custody of his or her Indian parent or Indian custodian shall be a last resort.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:
• High school diploma or general education degree (GED).
• One-year certificate from college or technical school and six-months to one-year of related experience; or equivalent combination of education and experience.

Essential Functions:
• Provide custody and intervention services for tribal children who are in State Custody or at imminent risk of being taken into state custody.
• Works closely with tribes, tribal members, and staff as needed to assist in coordination of services.
• Responds to the ICWA Notices received from the State Courts in a timely manner and works with supervisor to develop case plans with the State social worker with the primary plan to reunify the child or place child in relative placement where appropriate.
• Prepares court documents and attends Court Hearings and case reviews established by the State Office of Children's Services.
• Participate in village community meetings to inform the public of ICWA Program services and issues.
• Develops positive work relationship with Office of Children's Services, State Court and other Social Service agencies to ensure agency coordination, non-duplication of services, and the best possible assistance for children and their families.
• Conducts regularly scheduled reviews of all cases, updates information contained on client caseload.
• Reviews cases with the supervisor on a regularly scheduled basis.
• Assures confidentiality of client information.
• Attend required training on ICWA and child welfare related topics to stay informed on child welfare issues and increase professional knowledge and skills.
• Adhere to professional ethics of Social Work in working with families, co-workers, community members, State, Federal agencies and others.
• Is a "Mandated Reporter" of child abuse and neglect as specified in Alaska Statues and P.O. 101-630 as amended.
• Provide child and family advocacy services, in cooperation with ASNA contract Tribal Councils.

Contact: Human Resources Department
Arctic Slope Native Association, Ltd. PO Box 29 • Barrow, AK 99723 • 907.852.9204 • FAX 907.852.6217
applications@arcticslope.org

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd.: Exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law is committed to maintaining a drug free, smoke free workplace