

JOB VACANCY ANNOUNCEMENT

Opening Date:	May 6, 2021	Closing Date:	Until Filled
Position:	<u>Indian Child Welfare Act (ICWA) Case Manager</u>	Reports to:	Director of Social Services
Salary/Wage:	Grade E16; \$84,362.45 - \$93,142.96/YR DOE (Grant Funded)	Department:	Social Services
Hours:	Monday – Friday 8:00am-5:00pm	Location:	ASNA/SSMH

Summary:

This position serves as the Tribal ICWA Case Manager with responsibility for delivering child welfare services to eligible Native families and individuals residing within the program service area. 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.

Essential Job Functions:

- Acts as an advocate and provides case management services for families in securing services from other agencies for families who are at risk due to child abuse/neglect.
- Provides child welfare services, including protective services for children. Will provide prevention based services to families in their homes, community, and at different organizations.
- Assist with data tracking and referrals. Will document work in ORCA and ASNA Case Management software. Will maintain case files to ensure accurate documentation.
- Works closely with tribes, tribal members, and staff as needed to assist in coordination of services.
- Collaborates with other Social Services Departments to ensure the safety of children and accurate referrals are being made for both Tribal and State cases.
- Refers to the ICWA Notices received from the State Courts in a timely manner and develops case plan 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. Will testify during court hearings as needed.
- Develops positive work relationship with Office of Children's Services, State Court and other Social Service agencies to ensure professional services for families and children.
- Actively participates in local, village-based Child Protective Teams (CPT). Maintains strict confidentiality of cases discussed.
- Cooperates with public health agencies in planning and implementing medical care and treatment of abused children when necessary.
- Maintains client case records per requirements of ICWA Grant. Implements case-managements system for all cases.
- Conducts regularly scheduled reviews of all cases, updates information contained on client caseload. Reviews case 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.
- Will complete the Initial Diligent Relative Searches, Licensing Services, Relative Home Safety Evaluations, Family Contact, and ongoing placement search as outlined in the Tribal/State Compact Scope of Work.
- Conducts outreach to villages served by providing trainings and education to the community.
- Reports abuse and neglect to the State of Alaska following the requirements of a mandated reporter.
- Will provide supervision as directed or needed.

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 & Experience:

- High School Diploma or equivalent
- Four years relevant work experience
- Undergraduate degree, or equivalent, from an accredited college or university in Social Work, Social Services, Management, Public Administration or related fields preferred.
- Two to four years of related experience and training in: Social Services, Grant Administration, Program Management and Supervision.
- One year of experience working with/in Tribal Organizations, preferred.

Desired Knowledge, Skills and Abilities:

- Ability to read, analyze, and interpret the most complex documents and to make concise written presentation of finds
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics.
- Inupiat speaking preferred.
- Knowledge of interrelationships between state agencies and agencies of the Federal government in order to establish and maintain effective working relationships, including knowledge of the State Child Protection process.
- Knowledge of the Indian Child Welfare Act Law (P.L. 95-608) and its provisions.
- Ability to communicate both orally and in writing.
- Ability to work directly with families by utilizing social work techniques of interviewing assessment of the problem, case-planning and monitoring client progress/problems.
- Demonstrates knowledge of cultural and traditional tribal life styles of the community.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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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.