

Fort Bidwell Indian Community

Job Opening: Social Services & ICWA (Indian Child Welfare Act), Manager

Full time with Benefits

Reports to: Tribal Administrator

Compensation: \$26 to \$32 per hour

Position : Social Services ICWA Manager

GENERAL STATEMENT OF RESPONSIBILITIES:

The Indian Child Welfare Act (ICWA) & Social Services Manager will provide and/or manage all aspects of case management for assigned ICWA cases, monitoring clients through service plans, community, home, and office visits. Assists with children's needs, for children who are included in the ICWA case load. This includes working with State or County Social Workers to assist in monitoring the child's medical, physical, educational, emotional/mental health, and substance use needs. To assist the State or County SW's in securing the child's out-of-home placement with a goal of no disruptions, while maintaining a safe and secure placement.

The ICWA & Social Services Manager will provide Indian Child Welfare Services as outlined in the Federal Regulations to support and promote Indian families who are at-risk of child displacement and advocates as the ICWA designee/ representative in the court systems and help coordinate Tribal Attorney as needed.

The ICWA & Social Service Manager will be responsible for planning, organization, and supervision of staff to implement Social Service programs, including but not limited to Tribally Approved (Foster) Homes, Respite Programs, the Food Pantry (TNAP), Member Donation Requests, Member Assistance, LIHEAP, Burial Assistance, Youth Services and Victim/ Domestic Violence Services and is responsible for supervision, development and upholding these policies and procedures.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Maintain a confidential record keeping system and report forms in accordance with program guidelines; strict client confidentiality is to be maintained.
- Coordinate the implementation of the Tribe's policy regarding the ICWA, monitoring ICWA cases and working with Tribal Attorneys to ensure appropriate intervention in ICWA cases.
- Support reunification and/or permanent placement services provided to eligible families.
- Conduct interviews with clients, family members, service providers, employers, to obtain information for formulating placement homes case plans and other services needed.

- Identify and recruit Indian families willing to provide temporary shelter and long-term foster care. Assist local Indian families in obtaining licensure as emergency placement and foster family homes.
- Attend program related and mandatory meetings and participate in training and professional development activities.
- Provide ICWA Committee with training on the law and other pertinent information relating to ICWA and assist the committee with policy development.
- Conduct a thorough assessment of the Family Services/ICWA program to identify gaps in program services and develop a measurable service plan to bridge the identified gaps to set the foundation of client-center, goal-oriented service delivery.
- Develop program policies and procedures that align with Tribal, State, and Federal Regulations. Review policies and procedures on an annual basis for effectiveness and make recommendations if changes are needed.
- Develop and Maintain a Direct Referral System that will identify and establish community resources to meet the needs of the Native American families that are served to prevent a duplication of services and to promote effective use of resources.
- Explains program rules, regulations, and procedures; assists clients in completing required forms and in gathering necessary documentation.
- Coordinates the Tribe's Member Services (Burial Assistance, Member Donation Requests, Member Assistance, LIHEAP, Victim Services, and Youth Programs) and tracks Member Services through excel spreadsheets and/or database use.
- Ability to administer and manage grants and contract agreements. Works with the grants writer in administering current funding source requirements and pursuing grant opportunities for furthering the goals and objectives of the Social Services Department.
- Assist in Tribal Emergency Preparedness to assist with social services in natural catastrophic events, by assisting in shelters and/or distributions centers.
- Directly supervises employees of the Social Services/ICWA Department. Carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing training employees; planning, assigning, and direct work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Provides the Tribal administrator with Reports only or as needed.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- A. Must have supervisory skills that are positive and supportive.
- B. Ability to deal effectively with people and organizations which requires tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of a sensitive nature.
- C. Ability to work well under pressure.
- D. Ability to communicate effectively both orally and in writing including extensive written reports required by the job.
- E. Ability to use initiative and independent judgment within tribal program and policy guidelines.
- F. Leadership ability to supervise and coordinate teams to work cooperatively at all levels within the organization and in the wider community.
- G. Knowledge of the Indian Child Welfare Act, Tribal Child Welfare, Child Welfare System, and related Tribal Codes and compliance, with the Indian Child Protection and Family Violence Prevention Act.
- H. Knowledge of child development and family systems and child abuse/neglect investigations.
- I. Specialized skills in individual, family, and group counseling.
- J. Ability to handle multiple tasks simultaneously and be able to prioritize assigned workloads according to the situation at hand.

MINIMUM QUALIFICATIONS - ALL APPLICANTS:

- 1. Must have a high school diploma or equivalent from an accredited high school.
- 2. Must have a valid California driver's license or license from current residence state.
- 3. You must pass P.L. 101-630 background check.
- 4. You must pass a pre-employment drug test.
- 5. You must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR TIDS POSITION PREFERRED

- 6. BS Degree in Social Work, Behavioral Science, Sociology, Psychology, or related field. A.A. degree and four years of combined education, training, and work experience

in the social/behavioral sciences and/or criminal justice can be substituted for the degree requirements, including at least two years in a leadership or supervisory role.

7. Two (2) years' experience working with various funding sources related to social services.
8. Experience in grant administration and/or budget oversight.
9. Must be 21 years of age or older and have been a licensed driver for at least three (3) years.
10. Experience in researching, planning, coordinating, and facilitating community events, activities, and programs.
11. Experience in partnering with County and other Social Services agencies.
12. Two (2) years of experience working with Indian people in social services and/or counseling is desirable.

DESIRED PERSONAL CHARACTERISTICS:

- a. A personal commitment to the need for intervention in some families.
- b. Self-confidence, assertiveness, perseverance, initiative, and adaptability.
- c. The ability to be objective.
- d. The ability to see the entire family as a client.
- e. The ability to work with professionals in other disciplines and at the same time maintain professional identity.
- f. The ability to express the client's needs to other providers and to guide the client through the service delivery network.
- g. Strong personal ethics to both respect and protect the rights of clients.
- h. A commitment to Native American children.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Fort Bidwell Indian Community's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Fort Bidwell Indian Community will not be tolerated and is subject to disciplinary action.