



ICWA Specialist I

Department: Family Services	Reports To: Family Services Director	Status: Regular, Full-Time
Location: Nome	FLSA: Non-Exempt	Pay Range: 6,7,8

General Purpose

Under general supervision, provides case management and program support of a highly responsible and confidential nature to achieve the goals and objectives of the Family Services Department under the Indian Child Welfare Act (ICWA) and the Tribal-State Compact Agreement.

Uphold the organization’s mission, and corporate values as well as demonstrate an understanding of and compliance with organization’s policies and procedures.

Essential Functions

- Prepares all required Intervention documentation for filing in State Court. Obtains and maintains case party information and serves parties as required. Assists in relative searches for NEC member children who come into state custody. Enters statistical information as appropriate and initiates the notification process.
- Prepares and assembles case files for ICWA case management; files case documentation. Maintains internal administrative procedures for the protection, retrieval and archiving of program records. Prepares and sends discovery requests; receives and routes all discovery documents appropriately. Maintains discovery logs.
- Participates in Tribal, State and Federal ICWA case proceedings, investigations, hearings or conferences, and other proceedings representing and advocating NEC’s position on cases and appropriately documents events. Calendars meetings, case reviews, court hearings and internal scheduling needs. Maintains confidential client records per required standards.
- Conducts Tribal Enrollment research when State ICWA Notices or Protective Service Reports (PSR) are received. Initiates the ICWA case processes to include coordination of collaborative efforts during the Initial Assessment of the OCS case; participates in Initial Assessment investigations as assigned.
- Maintains a listing of potential Native foster homes and adoptive families to ensure ICWA compliance in placement of tribal children.
- Assist tribal members in acquiring supportive services to support compliance with State or Tribal case plan requirements.
- Conducts home visits and supervision of families as needed.
- Assist with the coordination of office related maintenance, vehicle maintenance and procurement of office supplies.
- This position is expected to occasionally attend evening out of town hearings or meetings, travel for case management purposes, and participate in trainings or to provide escort services for member children.
- Other duties as assigned.

Personal Traits

Employees of Nome Eskimo Community are expected to promote the organization's mission and vision. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

Knowledge and Skills

All employees are expected to have general knowledge of Alaskan Native culture, traditions, history, and needs as well as customer service skills and the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have a general knowledge of computers, copies, fax machines, and typical software, the ability to follow policy, procedure, instruction, communicate regularly with their supervisors, and the ability to understand and manage confidentiality.

Specific knowledge, skills and abilities required for position:

- Knowledge of ICWA federal requirements that apply to State Court proceedings, privacy laws, Tribe's role and responsibility to protect and advocate on behalf of NEC Tribal children, and the ability to maintain strict client confidentiality
- Knowledge of the Alaska Court System and Office of and Children Services procedures and their roles and responsibilities to Tribes.
- Must have case management experience with a working knowledge of the Alaska Court System filing requirements for applicable case types, and OCS practices in working with Tribes to protect tribal children and families.
- Ability to manage multiple priorities, must possess the ability to track complex networks and evaluate information for decision making purposes, must possess strong organizational skills
- Skill in oral and written communication, with skills in establishing and maintaining cooperative working relationships with others
- Knowledge of NEC programs and services and service providers for other social, behavioral, or health service referrals for clients in need of services outside of NEC.

Minimum Qualifications

- **Education:** Associates Degree in applicable field is required. Progressively responsible professional work experience in a related field may be substituted on a year for year basis for degree requirement.
- **Experience:** At least 2 years of experience in child protective services, comparable work experience or demonstrated proficiency at NEC is required

Additional Requirements or Credentials:

- Must have a valid Alaska Driver's License

Physical Requirements and Working Conditions

- Work is conducted in a standard office environment.
- Must be able to lift at least 20 pounds
- May be required to work outside the traditional work schedule occasionally
- Occasional Travel is Required

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this field. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Internal Approvals

Printed Name of Incumbent

Signature of Incumbent

Date

When possible, NEC will extend a Hiring Preference for employment to Alaskan Natives and Native Americans in accordance with section 7 (b) of Public Law 93-638, the Indian Self-Determination Act. NEC is also a drug free workplace. When required, applicants may be required to pass a criminal history check. Applicants that do not pass pre-employment requirements will not be considered.