

**NOME ESKIMO COMMUNITY  
POSITION DESCRIPTION**

**JOB TITLE:** ICWA Specialist II - Anchorage  
**DEPARTMENT:** Family Services  
**REPORTS TO:** Family Services Director  
**POSITION STATUS:** Regular, Full-Time  
**EXEMPT STATUS:** Non-exempt  
**PAY RANGE:** 7, 8, 9 \$22.78 - \$25.63/hr. D.O.E.

**BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

- 1) Responsible for the coordination and administration of services governed by the Indian Child Welfare Act (ICWA) and ensuring that the goals and objectives of the (ICWA) program are achieved.
- 2) Advocates on behalf of the Tribal Council's interest in its member children and families in new and ongoing child protective service proceedings.
- 3) Assists, coordinates and facilitates required information for Tribal Council case reviews, adoptions or meetings.
- 4) Participates in Tribal, State and Federal ICWA case proceedings, investigations, Child in Need of Aid (CINA) hearings or conferences, and other proceedings representing and advocating NEC's position on cases.
- 5) Assists in the development and management of State and Tribal case plans for child protective services cases to ensure member children are safe and in healthy environments and that case plan goals are realistic and achievable.
- 6) Maintains confidential client records per required State and Federal standards.
- 7) Maintains a listing of potential Native foster homes and adoptive families. Assists in relative searches for NEC member children who come into state custody.
- 8) Identifies and assists tribal members to secure the appropriate supportive services needed to meet needs; makes referrals to appropriate service and resource programs, conducts follow-up to ensure that services have been delivered in an appropriate and timely manner.
- 9) Conducts home visits and supervision of families as needed. Develops and monitors Tribal case plans in collaboration with state and federal programs and requirements.
- 10) Keeps NEC apprised of Tribal and State court processes and updates for on-going and new ICWA cases. Provides written and verbal reports for Tribal and State proceedings as required.
- 11) Maintains statistical information, develops tools and processes and assists in the preparation of program and other required reports as needed.
- 12) This position is expected to occasionally attend evening meetings or out of town hearings, trainings programs or to provide child escorts. Staff may also be required to work on an occasional weekend or holiday.
- 13) Other duties as assigned.

**QUALIFICATIONS:**

- 1) Associates Degree in an applicable field and two years related work experience. Work in a related field may substitute for the degree requirement on a year-for-year basis.
- 2) Experience in tribal/state child protective services, knowledge of ICWA and court proceedings preferred.
- 3) Case management experience in applicable field desired.
- 4) Must possess strong oral and written communication, and organizational skills.
- 5) Must be dependable, self-motivated, possess the ability to work with others in a cross-cultural and rural setting, and work with minimum supervision.
- 6) Ability to maintain client confidentiality.
- 7) Valid Alaska drivers license with a clean driving record.
- 8) Must be willing to travel.

**To ensure the safety of children who receive services, Nome Eskimo Community will complete a Criminal History Background Check on all applicants considered for the position.**

**To be considered for employment, the report must be free of crimes involving sexual assault or sexual abuse of a minor, unlawful exploitation of a minor, indecent exposure, crimes of violence or crimes against persons, and must show that the applicant has not been convicted of a felony within the past ten years.**