

ICWA / GENERAL ASSISTANCE CASE MANAGER JOB DESCRIPTION

This position serves as the Petersburg Indian Child welfare Act (ICWA) Case Manager with the responsibility for delivering child welfare services to eligible Native families and individuals residing within the program service area. The objective of the ICWA Program is to prevent the breakup of Native families and to ensure that the permanent removal of a Native child from the custody of his or her Indian parent or Indian custodian shall be a last resort.

This position also serves as the 638 Grant Director which oversees ten smaller grants which provide social service work to tribal members; including education assistance, social services, general assistance, job training, Johnson O'Malley, natural resource management, and employment services.

DUTIES

- 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 to children in their own homes. These services are needed by reason of dependency, abuse, and/or neglect.
- Refers families for counseling or treatment services where necessary and follows up by contacting, whenever practical, outside agencies on the families behalf.
- Responds to the ICWA Notices received from the State Courts in a timely manner and develops a case plan with the State social worker with the primary goal of reuniting the child with their family or place child in relative placement where appropriate.
- Preparing comprehensive court documents and attends Court Hearings and case reviews established by the State Office of Children's Services. Testifying in court, including defending your actions which will be questioned by defense attorneys and other parties to the case.
- Develops positive work relationship with the Office of Children's Services, State Court and other Social Service Agencies to ensure professional services for families and children.
- Actively participates in local, Child Protective Team (CPT). Maintains strict confidentiality of cases discussed.
- Responding quickly in crisis situations.
- Search for relatives who may be able to be either a short-term or permanent placement.
- 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 management system for all cases.
- Conducts regularly scheduled review of all cases and update information contained on client caseload. Reviews all cases with supervisor weekly.
- Ensures confidentiality of client information.
- Makes initial and continuing eligibility determination on all applications for welfare assistance services.
- Provides case management services by referring individuals and families to local resources to assist the family with services other than financial assistance. For example,

housing, unemployment, child support, marital counseling, substance abuse and alcohol treatment or prevention services, etc.

- Develops and maintains client case records of required and pertinent information through personal interviews, home visits and collateral contacts to support authorization and/or deny applications of persons who are ineligible.
- Develops professional relationships with other Federal agencies, State agencies, Tribal Temporary Assistance for Needy Families (TANF), and Red Cross in order to develop resources for clientele.
- Responsible for ensuring the tribe is in compliance with BIA regulations.
- Serves as a family advocate at all times.
- Working under deadlines that require prioritizing efforts and flexible work hours.
- Maintaining professional behavior within and outside the office, including appropriate personal boundaries. Behaving as a part of a team, supporting co-workers and accepting supervisory direction.
- Develop cultural competence, as demonstrated by understanding of traditions of peoples different from your own, comprehending the impact of historical trauma and observing protocols of differing tribal groups.
- Other duties as assigned.

QUALIFICATIONS / REQUIREMENTS

- 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.
- Ability to communicate both orally and in writing. Ability to analyze information in a logical, sequential manner and to make concise written presentation of findings.
- Ability to work directly with families by utilizing social work techniques of interviewing, assessment of the problem, case-planning and monitoring client progress/problems.
- Knowledge of the Indian Child Welfare Act Law {P.L. 95-608} and its provisions.
- Bachelor's degree from an accredited institution with a major in social, behavioral or health science, law or related field. Substitution: Four years of any combination of postsecondary education in social, behavioral or health science, law or related field and/or technical experience (at any level) providing assistance, information or referrals to the public related to social services, health care or legal services may substitute for the bachelor's degree.
- Demonstrates knowledge of cultural and traditional tribal lifestyle of the community.
- MUST be alcohol/substance abuse free.
- Valid Alaska driver's license.
- Must undergo and clear a pre-employment drug screening, background check, and character investigation.
- Adheres to the Petersburg Indian Association Employee Confidentiality Agreement.
- Adheres to the Petersburg Indian Association Code of Conduct.