



A Bachelor's Degree (preferred) in Social Work, Counseling, Psychology, or closely related field from an accredited college AND experience equivalent to two years full-time social work experience in social and/or with community outreach work.

Must possess and maintain a valid MT driver's license and meet insurance standard.

Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- The ICWA Specialist must:
  - Understand the needs of children, youth, and families;
  - Have knowledge of ICWA and CPS policies, practices, and procedures;
  - Understand tribal code, federal and state policies, and procedures related to ICWA programs, including case files confidentiality, crisis intervention methods, and case management techniques and practices;
  - Be able to assess client needs and identify resources and services able to meet those needs;
  - Must possess the knowledge, skills, and ability to promote Native American Family systems; develop and manage case plans; offer professional support, and guidance; communicate effectively both in writing; maintain confidential client filing system and work with other agencies involved in ICWA cases;
  - Must be able to implement the Interstate Compact when transferring children back to the reservation;
  - Must have knowledge of Social Services daily routines with specific knowledge of ICWA;
  - Must have knowledge of the Family Court Act, Domestic Violence Act, Privacy Act, Adoption and Safe Families Act, and all other acts pertaining to Social Services;
  - Prepares and submits monthly reports to the Social Services Program Director;
  - Communicates effectively both orally and in writing;
  - Works well under pressure during crisis situations while multi tasking and meeting deadlines;
  - Must be advanced in Microsoft Office Suite (Word, Excel, Outlook), FTB Finance Online Software, and other job related software

### **SPECIAL CONDITIONS:**

1. May be required to travel and work evenings and weekends on an as needed basis.
2. Due to the confidential and sensitive nature of this position, successful completion of an extensive background investigation is required.
3. Must possess and maintain a valid Driver's License and be insurable by the FBIC Insurance Master Plan.
4. Must comply with the Fort Belknap Community Substance Abuse and Prevention and Drug/Alcohol Testing Policy, and will include background investigation and work and criminal history prior to and during employment.
5. Must never have been charged with a felony within his/her life; and a misdemeanor within five (5) years of applying for position in any jurisdiction.
6. Breach of confidentiality will be cause for immediate release of employment.

**EVALUATION:**

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

