

**FORT BELKNAP INDIAN COMMUNITY
FORT BELKNAP AGENCY
656 AGENCY MAIN STREET
HARLEM, MT 59526**

TITLE: ICWA Specialist I **STATUS:** Permanent/Full Time
PROGRAM: Social Services **SALARY:** DOE
DEPARTMENT: Tiwahe Initiative - Social Services **LOCATION:** Fort Belknap Agency

SUPERVISION RECEIVED:

Position is under the direction of the Tribal Social Services Director

GENERAL DESCRIPTION OF WORK:

The ICWA Specialist position is located at the Fort Belknap Social Services Department. The ICWA Specialist will provide professional services to in regard to ICWA Cases. The ICWA Specialist will provide professional services through independent and sound judgment, and coordinate with the ICWA Committee in support of children and families associated with Fort Belknap, who enters Foster Care and Adoptive placement and come under the jurisdiction of the Fort Belknap Tribal Court System.

JOB RESPONSIBILITIES:

1. Responsible for working directly with children who have entered foster care and adoptive placement and reside outside of the jurisdiction boundaries of the Fort Belknap Tribal Court System.
2. Works closely with children's services agencies, the tribal attorney, ICWA committee, and other appropriate entities to develop short and/or long range plans for children in alternate care.
3. Exercises professional judgment in daily interaction with the public.
4. The ICWA Specialist is responsible for determining whether or not a child is enrolled or eligible for enrollment [Enrollment requirements 1/8th minimum blood quantum Assiniboine and/or Gros Ventre or more.]
5. Develops and maintains a confidential listing and filing system of daily ICWA cases.
6. Develops and maintains a comprehensive activity reporting schedule with appropriate submission on information on a daily, weekly, monthly, and quarterly basis.
7. Attends court proceedings when required.
8. Performs other duties that can be reasonably expected to promote the efficiency of the ICWA Program and the Fort Belknap Indian Community.

MINIMUM JOB REQUIREMENTS: