FORT BELKNAP INDIAN COMMUNITY
FORT BELKNAP SOCIAL SERVICES
656 AGENCY MAIN STREET
HARLEM, MT 59526
(406) 353-8370

TITLE: ICWA Specialist I
STATUS: Full Time

DEPARTMENT: Social Services
SALARY: $20.36

PROGRAM: Tiwahe Initiative-Social Services
LOCATION: Fort Belknap Agency

SUPERVISION RECEIVED:

SUPERVISION EXERCISED:

GENERAL DESCRIPTION OF DUTIES: 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 or 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 & 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 of information on a daily, weekly, monthly, or 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:
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 standards.

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 the position.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:
- 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 file 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 with 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 REQUIREMENTS:
- May be required to travel and work evenings and weekends on an as needed basis.
- Due to the confidential and sensitive nature of this position, successful completion of an extensive background investigation is required
- Must possess and maintain a valid driver's license and be insurable by the FBIIC Insurance Master Plan.
- Must comply with the Fort Belknap Community Council Substance Abuse prevention, Drug and Alcohol testing policy, and will include a background investigation and work and criminal history prior to and during employment.
- Must never have been charged with a felony within his/her life; and a misdemeanor within five (5) years of applying position in any jurisdiction.