

<b>Job Title:</b>	<b>TFC/ICWA CASEWORKER</b>
<b>Reports to:</b>	<b>Executive Director</b>
<b>Status:</b>	<b>Full-time, Non-exempt, Hourly</b>
<b>Wage:</b>	<b>DOE</b>
<b>OPEN:</b>	<b>September 23, 2024</b>
<b>CLOSE:</b>	<b>Open Until Filled</b>



### **JOB SUMMARY**

The Tribal Family Coordinator/Indian Child Welfare Act Caseworker provides services to the Native Village of Unalakleet children and their families involved in state child custody proceedings under the Indian Child Welfare Act, focusing on the best interest and protection of the child, the reunification of the child with his/her family, and the safeguarding of the child's cultural identity and relationship to the Native Village of Unalakleet.

### **ESSENTIAL QUALIFICATIONS**

- High school diploma or GED certificate
- Three (3) years of work experience in a human services or justice-related field that requires a high degree of organizational skills, computer skills, and verbal ability. May substitute a bachelor's Degree in a human services or justice-related field for work experience.
- Must possess a valid Alaska State Driver's License or have the ability to attain one

### **CRIMINAL BACKGROUND CHECK**

This position requires full compliance with the NVU Criminal Background Check requirements. All candidates for this position must consent to the criminal history record check and submit fingerprints. No individual may fill this position if..

- They have been convicted of a crime involving a sexual offense
- They have been found guilty of two misdemeanors or one felony of a crime against a person or child or a felony involving violence
- Their past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness
- They are currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an imminent partner or child

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor

### **DRUG AND ALCOHOL-FREE WORKPLACE**

This position is required to comply with the Native Village of Unalakleet drug and alcohol-free workplace requirements. Therefore, this position is subject to drug and/or alcohol testing at random.

### **SKILLS AND ABILITIES**

- Strong written and oral communication skills
- Ability to handle multiple tasks and work under short timeframes
- Ability to handle confidential information with tact and discretion
- Knowledge of the history of the Tribe and Native Community and willing to learn
- Computers skill and experience using Microsoft Word, Excel, and Outlook
- Ability to work independently with brief verbal instruction
- Must be able to work flexible hours to meet deadline and client needs

**DUTIES AND RESPONSIBILITIES** include, but are not limited to the following:

**NVU recognizes Alaskan Native and Native American preference in its hiring and employment policies.**

- Draft and file interventions in state custody proceedings involving Indian Child Welfare Cases in a timely manner
- Ensure that active efforts are provided by state child protective agencies to prevent the breakup of the family
- Identify and advocate for family and tribal placements that meet the requirements of the Indian Child Welfare Act; assist with foster home recruitments and licensing
- Maintain regular contact with the state agency social workers, family placements, other involved agencies or parties, and the child, if appropriate
- Conduct home visits to program clients
- Document case contacts and maintain case files
- Develop a concurrent case plan that addresses the educational, safety, and health, and emotional needs of the child
- File all court documents and correspondence accurately and in a timely manner
- Facilitate Tribal Adoption proceedings for the Tribal Council according to the Children's Code of the NVU and the paperwork requirements of the State of Alaska Bureau of Vital Statistics
- Attend meetings, conferences, training, and court hearings as needed and required. May require travel on weekends, evenings, and holidays
- Organize community activities promoting healthy families, children, and sense of community well-being
- Collaborate and coordinate training activities for village foster parents and others as needed
- Maintain strict client confidentiality

### **STATE COURT CASE PARTICIPATION**

- Appear at court hearings on behalf of the NVU to promote ICWA compliant child placement, active efforts to prevent the break-up of the Indian family and to advocate for the child's best interest
- Participate In all state case reviews as scheduled. Could include child placement activities, preparation for, and participation in judicial reviews, case plan development, placement prevention services, reunification, and aftercare services
- Request discovery and records from state agencies and other parties as needed; Review and organize discovery in a timely and efficient manner
- Provide supervised visitation as required on certain cases
- Facilitate and/or participate in family parenting classes and other resourceful services to assist the family and children in case plan requirements

### **NVU REPORTING, MEETINGS, AND PROFESSIONAL CONDUCT**

- Keep supervisor and Tribal Council informed and maintain close communication concerning work progress, including present and potential problems and suggestions for new or improved ways of addressing problems
- Prepare reports of activities and cases to the Executive Director and Tribal Council
- Timely reporting of client contacts and other statistical grant funding required reporting components
- Participate and prepare community family events as scheduled and that may arise throughout the year
- Recognize and understand the highly emotional nature of Indian Child Welfare Act cases and respond to questions and client concerns in a compassionate, courteous, and timely manner
- Maintain confidentiality of all client information

Please submit an application to be considered for this position. Application may be submitted via mail, fax, in person, or by email.

Native Village of Unalakleet  
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