



Ninilchik Traditional Council

Tribal Services

P.O. Box 39444

Ninilchik, Alaska 99639

Ph: 907 567-3313 / Fx: 907 567-3308

e-mail: cpinnow@ninilchiktribe-nsn.gov

VACANCY ANNOUNCEMENT

ICWA (Indian Child Welfare Act) Program Specialist

Job Description

ANNOUNCEMENT DATE: November 15, 2021

CLOSING DATE: When filled

POSITION TITLE: ICWA Specialist

POSITION BEGINS: Dec. 2021

POSITION TYPE: 32-40 hours per week – Permanent

Dependent on funding

SALARY: Depends on Experience **REPORTS TO:** NTC Tribal Services Director

POSITION SUMMARY:

The NTC ICWA Specialist is an integrated position within the Ninilchik Traditional Council assigned with the duties and responsibilities associated with developing, managing and implementing the Indian Child Welfare Act (ICWA) Program. Broad authority is given to the program managers within the Ninilchik Traditional Council to implement their specific programs according to their job duties and responsibilities.

PRIMARY DUTIES/RESPONSIBILITIES:

1. Provide for direct implementation of NTC's ICWA Program.
2. Become familiar with NTC ICWA budgets, duties, and responsibilities and regulations.
3. Assure confidentiality of all clients, and their personal information.
4. Provide intake for child abuse reports and refer those reports appropriately to Office of Children's Services (OCS) and Alaska State Troopers, when necessary.
5. Conduct home visits and participate with OCS in child welfare investigations.
6. Intervene in State court ICWA cases and submit official intervention notices to pertinent court systems, in accordance with the ICWA Policies and Procedures.
7. Represent the Ninilchik Traditional Council (NTC) in state and tribal court as a pro se representative on ICWA and child protection matters.
8. Develop positive working relationship with the Office of Children's Services, State Court, and other Social Services agencies to ensure professional services and referrals for Tribal individuals, families and children.
9. Participate in case team meetings, hearings, home visits, court proceedings and teleconferences related to NTC ICWA cases, including potential ICWA cases.
10. Develop pertinent information through home visits and personal interviews.
11. Provide all ICWA reports to the NTC Tribal Services Director, and respectively, the funding agencies which are required by contractual/grant agreement.
12. Provide for a review of all ICWA cases on a regular basis, which shall include updating client information and re-certification of assistance when needed.
13. Identify available resources and assist clients with the application/referral process.

14. Assist in dispensation of NTC ICWA program information to Tribal members and the public.
15. Participate in NTC Tribal Services Program's staff meetings and submit recommendations to the NTC Tribal Services Director.
16. Work with at-risk families
17. Work with the Tribal Services Staff in providing prevention activities
18. Work with foster families, recruitment, and outfitting.
19. Inform the NTC Tribal Services Director of problems involving NTC ICWA programs and assist in solving problems involving areas of concern.
20. Be available for consultation and to supply information to the NTC Tribal Services Director, and NTC Board of Directors if necessary
21. Receive any needed training in conjunction with job requirements (depending on funding).
22. Participate in other ICWA related meetings, grant agreements and contracts relating to ICWA services for the Tribe.
23. Participate in CITC monthly meetings according to the Title IV-B contract.
24. Travel locally, in state and out, as required of the job and as approved by the NTC Tribal Services Director and NTC Executive Director.
25. Submit semi-monthly time sheets to the NTC Tribal Services Director.
26. General administrative duties related to the ICWA program, which includes but is not limited to, filing, typing, correspondence, email, fax, phone and reporting requirements.
27. Work with Tribal Services Staff in administering summer cultural camps.
28. Is a Mandatory Reporter of child abuse and neglect as specified in Alaska Statutes and Public Law 101-630, as amended.
29. Work with other Alaska Tribes in collaborating on ICWA services.
30. Submit NTC Tribal Services Program supply requisitions to the NTC Tribal Services Director in a timely manner.
31. Submit monthly program reports to the NTC Tribal Services Director.
32. Plan for program upgrades and expansion in conjunction with the NTC Tribal Services Director.
33. Undergo and clear a background check and character investigation.
34. Other duties as assigned by the NTC Tribal Services Director, the NTC Executive Director or his/her designee.

QUALIFICATIONS:

- Degree in Social Work or 3-5 yrs. experience in the field of social work.
- Must have a clean criminal record and pass a background check
- Proficiency with computer systems
- High School Diploma
- Must be 18 years of age or older
- Attention to detail
- Driver's license and transportation
- Familiarity with and understanding Alaska Native Culture
- Ability to work with our membership

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act (25 ISC 450e(b)), to give absolute preference in selection to candidates who are eligible for Indian Preference also applies. For consideration under Indian Preference, proof is required.

OTHER:

This position will be under the direct supervision of the NTC Tribal Services Director. All NTC positions are subject to, and under direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace, and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov
Applicants must submit a complete NTC Application for Employment as well as a personal resume.

Contact Information:

Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, AK 99639

Phone (907) 567-3313 ~ Fax (907) 567-3308

Email: ntc@ninilchiktribe-nsn.gov

Concurrent Out/In House Posting