

JOB TITLE	DEPARTMENT	HOURS/WEEK	FULL TIME	PART TIME	FLSA STATUS
Indian Child Welfare Specialist	Indian Child Welfare	40	X		Non-Exempt

ACTIVITY	N/A	Occasionally	Frequently	Continuously
Sitting			X	
Standing		X		
Walking		X		
Squatting		X		
Bending		X		
Kneeling		X		
Reaching		X		
Twisting		X		
Crawling	X			
Ladder Climbing	X			
Stair Climbing		X		
Other Climbing	X			
Walking on rough ground		X		
Exposure to changes in temperature or humidity	X			
Exposure to dust, fumes or gases	X			
Being near moving machinery	X			
Working from heights	X			
Exposure to Infectious Diseases		X		
Driving			X	
Mental Alertness				X
Computer usage				X
Lifting up to 150 lbs	X			
Carrying up to 50 lbs		X		
Pushing up to 150 lbs	X			
Pulling up to 150 lbs	X			

Other Characteristics
 Use of the following equipment
 Motor Vehicle, computer, telephone, copier, adding machine;

Additional Physical Demands:
 While performing the duties of the job, the employee is regularly required to use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear.

Specific vision abilities required include close, color, distance and peripheral vision; depth perception; and ability to adjust focus.

Lifting of heavy objects could be required;

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Position Summary:

The Indian Child Welfare Specialist position is the basic level where employees are assigned responsibilities involving beginning level casework activities to build their skills in providing social services to individuals. Assists in providing professional, educational and family services to the members of the Sac and Fox Nation relative to the protection, health and welfare of the Indian children and their families.

Duties and Responsibilities:

- Responsible for performing intake and assisting with incoming calls to the Indian Child Welfare Department. Receives clients and visitors, provides program information and referrals to clients;
- Interviewing individuals and family members to obtain history data;
- Routinely mail and process applications for possible Foster Parents. Maintains Foster parent files;
- Prepares regular and special reports for the Indian Child Welfare Director as required;
- Maintains Contract files, monitors reporting requirements and budget line items;
- Gather necessary information to determine the needs of the child;
- Interpret policies and procedures of all programs;
- Provide casework management updates and revision of client case plans;
- Assist in the coordination of the activities of the Indian Child Welfare department, Self-Governance compact program, Indian Child Welfare program, Child Welfare Services Title IV-B subpart 1, Promoting Safe and Stable Families Title IV-B, subpart 2;
- Interprets and explains rules and regulations governing eligibility, methods of payments and legal rights of tribal members in relation to programs;
- Performs intake process to record and evaluate personal and financial data obtained from applicants to determine initial or continuing eligibility;
- Administers intake process of programs and submits required reports. Maintains required documentation for intakes to further assist the client and maintain the requirements of the programs;
- Assists clients in procedures to grant, modify, deny or terminate eligibility for various services programs;
- Coordinates and maintains cooperative relationships with other public and private agencies offering program assistance;
- Assist families in becoming and remaining a functional family unit;
- Prepare rough drafts, forms, reports of meetings, correspondence, memorandums and financial reports;
- Coordinate activities with on-going tribal, state and federal agencies to enhance the services to the clientele;
- Assist in the effective management of department resources;

- Transport clients to necessary appointments;
- Establish and maintain effective working relationships with others and handle difficult interpersonal contacts.
- Define problems, collect data, establish facts and draw valid conclusions; apply techniques to problems of administration of case loads and devise workable solutions;
- Add, subtract, multiply and divide using whole numbers, common fractions and decimals; work with mathematical concepts;
- Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations; Must exercise good judgment in evaluating situations; and to present ideas and facts effectively and accurately.
- Operate a vehicle during both the day and night where driving conditions can include congested traffic and unsafe road conditions caused by natural factors;
- All other duties as assigned by Supervisor;

Education and Experience:

Must have knowledge of casework principles and methods; Knowledge of rules, regulations, legislation, policies, procedures and State laws that govern the Indian Child Welfare program as they pertain to child welfare is helpful; Experience in working within the tribal governments structures and of the tribal customs and the structure of the Indian families is preferred. Graduate from an accredited college or university with a Bachelor’s degree in Social Work or counseling. An equivalent combination of work experience and /or education may be substituted for the required education on a year for year basis to a maximum of four years. A valid driver’s license is required. Must be able to pass background check OSBI as well as Fingerprinting as required by the Adam Walsh Act. Indian Preference is given for this position.

Employee’s Signature

Date

Supervisor’s Signature

Date