

**NORTHERN CHEYENNE TRIBE  
JOB DESCRIPTION**

**POSITION:** Indian Child Welfare Act Home Counselor II    **SALARY:** \$14.00

**DEPARTMENT:** Northern Cheyenne Human Services

**ACCOUNTABLE TO:** Northern Cheyenne Human Services Director

**OPENS:** 6/5/19

**CLOSES:** 6/12/19

**How To Apply:** Submit a completed application. **RESUME**', (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification (if claiming Indian preference, DD214 (if claiming Veteran's preference), valid Montana State Driver's License. copies of credentials or certified copy of transcripts to: Northern Cheyenne Tribe, attention: Human Resources Office, P.O. Box 128. Little Wolf Capitol Building. Lame Deer, Mt. 59043

**ALL APPLICATIONS ARE ACCEPTED by Human Resources Department  
And FORWARDED to the Programs/departments.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED BY THE  
ADVERTISING PROGRAM**

**SUMMARY OF WORK:** Assures that the State child welfare agencies are in compliance with the Indian Child Welfare Act of 1978.

**JOB CHARACTERISTICS:**

**NATURE:** This position requires the ability to counsel, make decisions and handle difficult and stressful situations. Duties require travel in all weather conditions. Deals with sensitive information and adheres to standards of confidentiality and integrity.

**PERSONAL CONTACTS:** Frequent contact with children, parents, guardians, foster parents, social workers, attorneys and court officials.

**SUPERVISION:** This position mostly works independently but receives supervision from the ICWA Home Counselor I.

**ESSENTIAL FUNCTIONS:** This position requires the ability to communicate effectively orally and in writing. Also requires frequent reading of case material, making decisions and demonstrate good judgment.

**AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

1. Submits monthly reports to the ICWA Home Counselor I.
2. Identifies and contacts relatives for potential foster care placements for children.
3. Locates Northern Cheyenne foster homes or other Native American foster homes for children.
4. Attends State court hearings, Family Group Decision Making meetings and Foster care reviews as necessary.
5. Writes updated case plans for assigned ICWA cases.
6. Keeps updated notes and narratives on assigned ICWA cases.
7. Enroll children in the Northern Cheyenne Tribe if they are not currently enrolled.
8. Meet with the ICWA committee regularly on ICWA cases.
9. Transfers cases if requested by parents and approved by the ICWA committee. Prepares court reports, files and attends court in the Northern Cheyenne Tribal Court on Transfer hearings.
10. Attends workshops and training sessions that pertain to ICWA program.

**JOB REQUIREMENTS:**

**KNOWLEDGE:** This position requires knowledge of the Indian Child Welfare Act of 1978. Also requires knowledge of the State and Tribal court systems and legal terms.

**SKILLS:** This position requires skills in dealing with difficult and stressful situations and skills in decision making and good judgment. Also requires skills in keeping updated and accurate documentation.

**ABILITIES:** Must be able to operate office equipment such as computers, printers, typewriters, fax machines, copiers and telephones. Must be able to work well with a variety of agencies and personnel and follow verbal and written instructions. Must be able to establish an effective working relationship with fellow employees, supervisors and clients.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- College education equivalent to 2 years in social work or related field.
- Minimum of one year related experience.
- Must possess a valid Montana driver's license.

- Must pass a background check
- Must pass a drug test

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon the preceding job requirements, accountability and performance. Examples of job performance criteria will include the following:

- Performs assigned duties.
- Maintains accurate and timely reports.
- Works well with other agencies and personnel.
- Establishes and maintains effective working relationships with fellow employees, supervisors and clients.
- Makes competent recommendations on assigned ICWA cases.
- Effectively communicates with clients about their responsibilities and limitations on the service of the ICWA program.
- Keeps updated on applicable laws and procedures.