

**NORTHERN CHEYENNE TRIBE
HUMAN SERVICES
JOB ADVERTISEMENT
2023**

POSITION: Foster Care Licensure

SALARY: \$16-\$19.00

DEPARTMENT: Human Services

ACCOUNTABLE TO: Director

OPENS: 08/24/2023

CLOSES: 09/07/2023 @4:00 p.m.

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: Licenses foster home and relative placements on the Northern Cheyenne Reservation and throughout the state of Montana. Provides training for foster parents; recruits for potential foster parents. Conducts home studies on potential foster homes. Conducts fingerprint background checks, adjudications, and issues licenses.

CHARACTERISTICS:

NATURE OF WORK: This position performs duties requiring and relative ability to council perspective foster home parents. Deals with sensitive information and adheres to standards of confidentiality and integrity. Also performs Fingerprints/ Backgrounds checks for all foster care applicants, BIA Social Services, Emergency Rosebud Lodge and Human Services Title IV-E. Must be able to input names and other pertinent information into the computer system.

PERSONAL CONTACTS: Confers with Social Service staff on appropriate placement and foster care availability for children, youth and handicapped children. Organizes and maintains a foster parent group and community group that provides supportive services to foster parents.

SUPERVISION RECEIVED: Position mostly works independently but receives supervision from the director.

ESSENTIAL FUNCTION: Position requires ability to communicate orally and in writing, reading material, make good decisions, and demonstrate good judgement. Ability to travel and enter homes as required.

AREA'S OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Implements and formulates a training curriculum and orientation for foster parents.
- Licenses youth and children group homes in accordance with licensing regulations (6 a, b, c, and d.)
- Re-evaluations annually the above mentioned licensing facilities.

-Provides educational instructions to the public in the areas of abuse, neglect, day care, adoption and foster care accomplished through various Forms of the media.

-Develops corrective action plans regarding, safety, health, parenting and development issues by the assessment of the investigation. Prepares fair hearing and/or court process in the event of suspension or revocation of license.

-Reports incident of child abuse and neglect to the Northern Cheyenne Social Services and BIA/LES in accordance with PL 101-630 as this employee will be a mandatory reporter. "Persons responsible for Childs welfare" means any person who had legal or other recognized duty for the care and safety of child.

-Provides copies of foster parent license) training documents, annual evaluations, character references, foster home agreements, and criminal background checks to both agencies for compliances measures.

-Works with child protective workers, and supervisors in assessing permanent placement options which include: preparing children for placement and determining a placement plan that best meets the child's needs.

-Operates a system of records that comply with subpart D of 43 CFR Part 2) which implements the PRIVACY ACT (6 USC 522a).

-Participates in workshops and training sessions that benefit the program.

-Writes and maintains reports on licensing in regards to pending licenses and renewals, submits monthly reports to the Social Services Director, and performs other related duties as required.

JOB REOUIREMENTS

Knowledge: This position requires a knowledge of court procedures, child/adolescent; psychology, child development, family dynamics, legal terms, counseling techniques, community resource, foster care, the welfare system, and the Medicaid System.

Skills: This position requires typing and use of office equipment. Must be computer literate and understand the complexity of new computer software.

Abilities: This position requires the ability to: evaluate situations; make decisions; organize; be empathetic; have good judgment; develop realistic case plans; keep accurate records; be flexible; work well with a variety of agencies and personnel; handle stress; have a physical stamina to perform duties; travel; adhere to standards of confidentiality; communicate effectively, orally and in writing, follow verbal and written instruction; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

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

Associates Degree or experience in social work/human services

Additional training or experience in human services is preferred.

Knowledge of culture, traditions and living Styles on the Northern Cheyenne reservation.

Must possess a valid Montana Driver's License

Must be insurable

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following

- Performs assigned duties.
- Competently creates and maintains computer files.
- Effectively greets clients and answers questions.
- Pays attention to accuracy.