

NORTHERN CHEYENNE TRIBE

HUMAN SERVICES

POSITION: ICWA HOME COUNSELOR (FT)

SALARY: ?

DEPARTMENT: Northern Cheyenne Human Services

ACCOUNTABLE TO: Northern Cheyenne Human Services Director

CLASSIFICATION: Full-Time, Non-Exempt

OPENING DATE: OPEN UNTIL FILLED

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)

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. This position 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 Human Services Director.

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

AREAS OF ACCOUNTABILITY AND PERFORMANCE:

1. Conducts intake of both Out of State and In-State Notifications.
2. Supplies information for enrollment inquiries and creates them as necessary.
3. Files Interventions on all eligible enrolled/enrollable children within the State systems.
4. Identifies and contacts relatives for potential foster care placements for children.
5. Must keep a record of relatives and family members who have been contacted.

6. Locates Northern Cheyenne foster homes or ICWA qualified foster homes for children.
7. Attends State court hearings, Family Group Decision Making meetings and Foster care reviews as necessary.
8. Writes updated case plans for assigned ICWA cases.
9. Keeps updated notes and narratives on assigned ICWA cases.
10. Enrolls children in the Northern Cheyenne Tribe if they are not currently enrolled.
11. Meets with the ICWA Committee regularly on ICWA cases.
12. Transfers cases if requested by parents and approved by the ICWA committee.
13. Prepares court reports, files and attends court in the Northern Cheyenne Tribal court on Transfer hearings.
14. Attends workshops and training sessions that pertain to the ICWA program.
15. Provides the Human Services Director with a monthly report regarding current status of cases that are being worked on.
- 16.

JOB REQUIREMENTS:

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

SKILLS: This position requires skills in dealing with difficult and stressful situations, decision making and good judgement, and the ability to keep accurate and updated documentation.

ABILITIES: Must be able to operate office equipment such as computers, printers, fax machines, typewriters, 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 work experience equivalent to:

- College education equivalent to 2-4 years in social work or related field
- Minimum of one (1) 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 his position will be based primarily upon the proceeding job requirements, accountability, and performance. Examples of job performance criteria will include the following:

- Performs assigned duties.
- Maintains accurate and timely reports.
- Effectively communicates with staff, families, caseworkers and other professionals.
- Maintains a good rapport with Supervisor, staff, families, clients, and other professionals.
- Works well with personnel and other agencies.
- Makes competent recommendations on assigned ICWA cases.

- Effectively communicates with clients about their responsibilities and limitations on the service of the ICWA program.
- Provide accurate and updated case information to the ICWA Committee for their recommendations.
- Keeps updated on applicable laws and procedures.
- All other duties as assigned by the Human Services Director.