

JOB ANNOUNCEMENT UPPER SIOUX COMMUNITY

Position: ICWA Manager/Social Worker

Department: Social Services

Hours: Full time (Monday-Friday, 8am-4pm) w/ On-Call for Crisis

Salary: Based on Experience

Closing Date: Open until filled



EDUCATION, EXPERIENCE AND QUALIFICATION REQUIREMENTS

- Minimum of two years post-secondary education required. BA in Social Work or closely related field preferred.
- Knowledge of the Indian Child Welfare Act and Native American Culture.
- Knowledge of court procedures and child welfare laws preferred.
- Experience with Children's Mental Health and Child Protection preferred.
- Must have a valid driver's license.
- Must pass a pre-employment drug screen and background check.

SUPERVISION

Reports to Social Services Director

ESSENTIAL DUTIES and RESPONSIBILITIES

- Prepare quarterly reports about the activity in your department.
- Provide or arrange necessary social services for families, parents, children and individuals as needed.
- Provide case management for Child Protection and Children's Mental Health and keep case notes current.
- Be a court advocate for all Upper Sioux Community children and families.
- Participate in Child Protection Team meetings for Yellow Medicine, Chippewa and other counties as needed.
- Recruit foster care providers and Guardian Ad Litem.
- Participate in the statewide Indian Child Welfare Advisory Council and attend their meetings.
- Manage and update all ICWA contracts with the state and federal programs.
- Client Confidentiality
- Keep case files organized and up to date
- Mandated Reporting
- Prepare court reports and attend necessary court hearings
- Other duties as assigned or needed

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Upper Sioux Board of Trustees reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

Native American Preference Applied

If interested, send Resume and Cover Letter to:

Upper Sioux Community

Attn: Social Services Director

PO Box 147, Granite Falls, MN 56241 or

Email: jenniferr@uppersiouxcommunity-nsn.gov

(320) 564-3853

PO Box 147 | 5722 Travers Lane | Granite Falls, MN 56241

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