



Upper Sioux Community

Pezihutazizi Oyate

ICWA Manager / Social Worker

Job Description

Department: Social Services

Reports To: Social Services Director

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

Salary: Negotiable, based on qualifications and experience

Position Summary

The ICWA Manager/Social Worker is responsible for administering and coordinating the Indian Child Welfare Act (ICWA) Program for the Upper Sioux Community. This position provides case management, advocacy, crisis intervention, and supportive services to protect the safety, well-being, and best interests of Native children while promoting family preservation and reunification whenever possible. The ICWA Manager/Social Worker ensures compliance with tribal, federal, and state laws, maintains accurate case documentation, collaborates with courts and partner agencies, and advocates for Upper Sioux Community children and families through culturally appropriate, family-centered services.

Essential Duties and Responsibilities

- Administer and coordinate the Tribe's Indian Child Welfare Act (ICWA) Program.
 - Provide or coordinate social services for children, families, parents, and individuals as needed.
 - Provide case management services for Child Protection and Children's Mental Health cases, maintaining accurate and timely case documentation.
 - Serve as an advocate for Upper Sioux Community children and families in court proceedings and other child welfare matters.
 - Prepare court reports and attend required court hearings.
 - Participate in Child Protection Team meetings with Yellow Medicine County, Chippewa County, and other jurisdictions as needed.
 - Recruit, support, and coordinate foster care providers and Guardians ad Litem.
 - Participate in the Statewide Indian Child Welfare Advisory Council and attend required meetings.
 - Manage, monitor, and maintain ICWA contracts with tribal, state, and federal funding agencies.
 - Prepare and submit quarterly program reports and other required reports.
 - Maintain organized, accurate, and confidential client files and records.
 - Comply with all mandated reporting requirements and applicable laws and policies.
 - Collaborate with tribal departments, community organizations, schools, healthcare providers, and outside agencies to coordinate services and support families.
 - Participate in on-call crisis response as assigned.
 - Perform other duties as assigned.
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Education, Experience, and Qualification Requirements

- Minimum of two (2) years of post-secondary education required; bachelor's degree in social work or a closely related field preferred.
 - Knowledge of the Indian Child Welfare Act (ICWA) and Native American culture.
 - Knowledge of child welfare laws, court procedures, and tribal, state, and federal regulations preferred.
 - Experience working in Child Protection and/or Children's Mental Health preferred.
 - Strong organizational, communication, documentation, and interpersonal skills.
 - Ability to maintain strict confidentiality and exercise sound professional judgment.
 - Must possess a valid driver's license.
 - Must successfully pass a pre-employment drug screen and background check.
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How to Apply

Please submit resume and Cover Letter to:

Contact:

Jennifer Rodriguez

Social Services Director

Upper Sioux Community

PO Box 147 | 5744 Hwy 167

Granite Falls, MN 56241

Email: jenniferr@uppersiouxcommunity-nsn.gov

Phone: (320) 564-2360

Preference Statement

Native American Preference applies in accordance with the applicable Tribal and Federal laws.