

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

POSITION OVERVIEW

The Tribal ICWA Manager is responsible for overseeing the Tribe's compliance with the Indian Child Welfare Act (ICWA), coordinating services, advocating for Native children and families, and ensuring culturally appropriate and legally compliant child welfare practices. This position serves as a liaison between the Tribe, courts, counties, and state agencies, while providing direct case management and leadership within Tribal Social Services. The role integrates federal law, tribal sovereignty, and culturally grounded practices to support family preservation and appropriate placement of Native children.

EDUCATION, EXPERIENCE, AND QUALIFICATION REQUIREMENTS

- Minimum of two (2) years of post-secondary education required, Bachelor of Social Work or a closely related field preferred.
 - Knowledge of the Indian Child Welfare Act (ICWA) and Native American culture.
 - Knowledge of court procedures and child welfare laws preferred.
 - Experience in Children's Mental Health and Child Protection preferred.
 - Valid driver's license required.
 - Must successfully pass a pre-employment drug screening and criminal background check.
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SUPERVISION

- Reports to the Social Services Director.
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ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Administration & Reporting

- Prepare and submit quarterly reports documenting departmental activities and outcomes.
- Manage, monitor, and update all ICWA-related contracts with state and federal programs.
- Maintain organized, accurate, and up-to-date case files and documentation in compliance with applicable laws and policies.

Case Management & Direct Services

- Provide or coordinate necessary social services for families, parents, children, and individuals as needed.
- Provide case management services for Child Protection and Children's Mental Health cases.
- Maintain timely and accurate case notes, ensuring confidentiality and compliance with recordkeeping standards.

Court & Advocacy Responsibilities

- Serve as a court advocate for Upper Sioux Community children and families in child welfare matters.
- Prepare court reports and attend required court hearings.
- Act as a liaison between the Tribe, courts, county agencies, and other stakeholders.

Collaboration & Community Engagement

- Participate in Child Protection Team meetings for Yellow Medicine County, Chippewa County, and other counties as required.
- Recruit and support foster care providers and Guardians ad Litem.
- Participate in the Statewide Indian Child Welfare Advisory Council and attend scheduled meetings.

Compliance & Professional Standards

- Ensure strict adherence to client confidentiality requirements.
- Fulfill mandated reporter responsibilities in accordance with state and tribal law.
- Perform other duties as assigned or required to support the mission of Tribal Social Services.

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