

LOUDEN TRIBAL COUNCIL JOB DESCRIPTION

TITLE: ICWA DIRECTOR
STATUS: FULL TIME
SALARY: DOE
SUPERVISOR: TRIBAL ADMINISTRATOR

QUALIFICATIONS:

- High School Diploma or equivalent and previous office experience
- Basic knowledge of computers.
- Must be familiar with the village and be able to effectively communicate both orally and in writing.
- Knowledge of or willingness to become knowledgeable of a) early childhood development programs; b) Federal Indian Child Welfare Act (ICWA); c) State of Alaska regulations concerning child abuse/neglect and also the child in need of aid court proceedings, and d) State of Alaska foster care and child care licensing regulations.
- Must have a current Alaska driver's license.

DUTIES AND RESPONSIBILITIES:

Reporting and recordkeeping:

- Answer all phone and respond to calls regarding possible ICWA and CINA cases.
- Type correspondence, forms, reports and related materials as necessary.
- Maintains files and provides assistance as needed to other departments.
- Develop and maintain files on call cases.
- Participate in State and Tribal Court hearings.
- Develop case plans and determine what agencies can provide services.
- Provide monthly report to the Tribal Council and provide an oral report at the regularly scheduled Tribal Council meetings.

Direct client services:

- Beware of maintaining strict lines of confidentiality.
- Act as a liaison for the Tribe in children's cases in state social service system.
- Provide assistance to clients in completing and sending applications for financial and medical assistance services.

Community Services:

- Conduct job site and home visits upon request. Provide programmatic outreach services to at-risk families within the community.
- Recruit foster care homes (emergency and non-emergency) and work with the childcare providers to become licensed in the village.

- Collaborate with other service providers within the community and/or region to meet the immediate needs of clients.

Travel:

- Travel to face-to-face meetings or trainings as required. Travel to Anchorage for BIA Providers Conference or ICWA Conference on an annual basis.
- Fully participate in a manner of professional conduct while attending activities.

LOCATION:

Louden Tribal Council Office
Galena, Alaska 99741

DAYS & HOURS:

Monday – Friday; 9:00AM to 5:00 PM

POSTION OPEN UNTIL FILLED.

Under authority of P.L. 93-638, Indian Preference shall be given to applicant(s) who meet minimum qualifications pursuant to Loudon Tribal Council's Personnel Polices and Procedures.

Louden Tribal Council is an alcohol and drug free workplace; pre-employment qualifications include alcohol and drug screening and random screening thereafter while employed by LTC.