

POSITION TITLE: Case Worker – Indian Child Welfare

DEPARTMENT: HHS – ICW Program

LOCATION: DuPont, WA

REPORTS TO: Program Manager - ICW

STATUS: Non-Exempt; Full-Time

WAGE RANGE: \$34.35 - \$41.25 per hour

CLOSING DATE: Open Until Filled

*****If you are an American Indian/Alaska Native and/or a Veteran and would like this to be considered a preference in hiring, please upload documentation with your resume and cover letter. Acceptable documentation includes Tribal Enrollment card, a letter from your Tribe stating your enrollment, or BIA 4432 and/or DD214.*****

Position Summary:

Provides and coordinates the necessary services to help prevent the breakup of Native families. Ensures the efficient and effective delivery of Indian Child Welfare (ICW) program services by coordinating and participating in culturally relevant child and family welfare services with Cowlitz Tribal families, legal department, state courts, and state department social service specialists on behalf of the Cowlitz Indian Tribe. The ICW Case Worker maintains professionalism in all interactions with internal and external customers. Adheres to confidentiality and grant contract requirements. Honors and represents the mission, vision, and values of the Cowlitz Indian Tribe and the Indian Child Welfare (ICW) Program.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Provides child and family welfare services to Tribal members who have come to the attention of CPS.
- Monitors cases to ensure the implementation of culturally relevant services to families; manages case progress towards the goal of family reunification.
- Remains in regular contact with state workers regarding cases; reviews court reports; provides updates to CIT legal; attends court hearings.
- Ensures state case workers are adhering to Indian Child Welfare Act (ICWA) requirements and all efforts intended to maintain or reunite a child with his/her family.

- Coordinates with Enrollment Department to determine eligibility of child(ren) for ICWA; documents eligibility decision in all files.
- Ensures compliance with Tribal ICW policies and procedures.
- Works closely with the Cowlitz Legal Department on all case-related information for legal ICWA cases. Provides updates to the legal department on states' compliance with ICWA before all court dates.
- Participates in recruitment and retention of tribal foster homes; helps facilitate and engage in relative search for Cowlitz placement preferences as needed.
- Engages families with CIT services and resources or other culturally relevant services as needed.
- Provides resources and information to state case workers regarding tribal or culturally relevant services for families; develops and maintains working relationships with HHS and CIT departments and external social services agencies.
- Develops and maintains staffing and related documents for ICW Committee; participates in regular and emergent staffing.
- Maintains accurate database and case documentation of all services, contacts, referrals, and court compliance reports for each case in a timely manner.
- Adheres to Cowlitz Indian Tribe Placement Preferences per tribal resolution; attends all meetings facilitated by the state for Cowlitz cases.
- Facilitates Positive Indian Parenting classes for the tribal community as needed.
- Provides prevention-related services for cases not in a dependency to Cowlitz families when needed.
- Maintains confidentiality of child(ren) and family.
- Adapts to changes in safety protocols and procedures.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of the Indian Child Welfare Program and the Tribal, Federal, and State laws that govern the Indian Child Welfare Program.
- Knowledge of working within Tribal customs, government, and Tribal family structures.
- Knowledge of HHS programs, outreach services, resources, and activities in the local community.
- Knowledge of the CPS, ICW, State, and Tribal court systems, and legal advocacy.
- Knowledge of the Indian Child Welfare Act and the Washington Indian Child Welfare Act.
- Knowledge of case management.
- Skill in operating various word-processing, spreadsheet, and database software programs in a Windows environment.
- Skill in treating community members, providers, and other professionals with empathy, tact, courtesy, and respect.

- Ability to maintain confidentiality.
- Ability to interact and communicate effectively with the Native American population and the general public.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Productive and effective time management, flexibility in responding to a variety of work tasks.
- Ability to exercise good judgment at all times, including under stressful, high-pressure situations.

Minimum Qualifications:

- Bachelor's Degree in a related field required.
- Three years of direct experience with children and families involved in the child welfare system.
- A valid driver's license is required when driving vehicles for work-related purposes.
- Working knowledge of the judicial system of state and tribal courts and the Indian Child Welfare Act.
- Must be able to successfully pass a background screening/investigation according to the established requirements below.

Tribal preference in accordance with Cowlitz Indian Tribe Code and CIT Employee Policies and Procedures Handbook shall apply to all positions. All positions are required to adhere to CIT's established safety policies regarding vaccine requirements and personal protective equipment (PPE).

Background Investigation Requirements:

- Pre-employment drug screen.
- Reference checks, education, and employment verification.
- Federal, state, and/or tribal criminal history and sanction checks, including fingerprint verification.
- Has not been found guilty of, charged with, received a deferred sentence, received a conditional discharge of, or entered a plea of not contest to, or entered a plea of guilty to any one felony or misdemeanor crimes of violence, sexual assault, molestation, exploitation or sexual contact; prostitution; or crimes committed against person(s) or children. FamLink Child Abuse and Neglect check to ensure no history of findings

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and communicate effectively. The employee occasionally is required to move throughout the facility and reach with hands and arms. The employee is occasionally required to lift to 20 pounds. Specific vision abilities required by this job include close vision and clarity of vision at long distance.

Work Environment:

Work is generally performed in an office or home setting with a moderate noise level. Situations occur where PPE (personal protective equipment) is needed. Work may involve high-risk/potentially dangerous situations. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common.