



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

INDIAN CHILD WELFARE SPECIALIST

Position Description

Opens: November 14, 2024			
Closes: Novmeber 20, 2024			
Department:	Health & Human Services	Reports to (title):	Indian Child Welfare/Victim Services Manager
Job Code:	N-8 (Grade I) N-9 (Grade II) Depending on Qualifications	Job Location:	Bois Forte Family Health Services- Nett Lake, MN
Pay Range:	Min: \$15.15 Mid: \$18.94 Max: \$22.72 Min: \$16.06 Mid: \$20.07 Max: \$24.09	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full Time	Effective Date:	10/23/2024
Indian Child Protection Background:	Yes	Revised Date:	10/23/2024
Telework:	No		

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

Indian Child Welfare Specialist will be greeting and assisting visitors, answering phone calls, performing clerical functions, perform front desk reception duties, and provide administrative support. The position has contact with employees, community members, and when needed, foster care home visiting. Serves as administrative support for management and staff to improve the overall operations, effectiveness, and efficiency of the organization goals. Resource for staff and public to facilitate positive, effective communication and to assist in clerical support and organization of general programming. Determines from ICWA notices and inquiries received from agencies and courts across the United States as to the eligibility of Bois Forte Band Members under the provisions of the federal Indian Child Welfare Act and Tribal Code for Indian Child Welfare Services. Maintain documents with paper file, rotate pending determinations, enter data into database system. Assist with foster care licensing, recruitment, training, and supportive services for foster care families on the reservation.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Greet all visitors in a welcoming manner and receive incoming phone calls, and coordinates responses, while providing efficient services, accurate information and presenting a professional image.
2. Observe and listen to visitors’ interests and assist the appropriate department.
3. Handle incoming and outgoing U.S. mail by documenting, date stamping, and distributing to appropriate staff.

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4. Receive telephone calls and visitors, and coordinates responses.
5. Transmit and receive various information via facsimile, ensure proper clearance is obtained and routes to appropriate employees.
6. Maintain professionalism when attending meetings and training.
7. Coordinate and arrange meetings, including making reservations for meeting rooms, scheduling participants, and notifying staff; maintains meeting minutes and prepares agendas.
8. Shall maintain a minimum of 20 hours per year of training pertaining to job duties.
9. Handle company vehicle maintenance and appointments.
10. Handle Requisitions, Purchase Orders and Check Request for the department.
11. Handle office supplies, inventory sheets, and cleaning supplies.
12. Maintain a clean, safe work environment.
13. Write letters, memos, and other correspondence, as needed for staff. Review documents to ensure completeness and appropriateness before mailing.
14. Organize and maintain files, records, manuals, policies, procedures, and other documents.
15. Maintain security of system records, files, and confidentiality of all materials (paper and electric filing).
16. Provide and/or arrange transportation as needed for clients/family.
17. Assess the need for and obtain resources for the families.
18. Maintain case processing by coordinating ICWA Enrollment variation notices, letters, and database system.
19. Examine legal documents received and stamp all filings, with accuracy and efficiency in conjunction with appropriate guidelines and reviews additional sources.
20. Review discrepancy in source documents received, request clarification or advise supervisor of issue related to inconsistency.
21. Recognize conflicting data when making determinations and withhold determination until correct data is received before a final determination is complete.
22. When a vacant Foster Care Coordinator position occurs, assist in the development and implementation of foster care licensing standards consistent with tribal, state, and federal IV-E requirements.
23. Conduct home visits, provide timely and complete documentation for licenses.
24. Maintain effective professional public relations within the community and service agencies.
25. Participate in goal setting for Bois Forte functions and teamwork with other staff members.
26. Communicate and work closely with Manager, other agencies, and relay critical information and coordinate duties.
27. Strictly adhere to the Data Privacy Act, HIPAA regulations and policies and procedures of the program.
28. Adhere to the requirements of a mandated reporter; submit reports and reports child maltreatment in accordance with the Tribal, State and Federal mandated reporting law requirements.
29. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
30. Perform other duties as assigned, specific to the assigned department.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

GRADE I

- Up to one (1) year of experience in an office support role.
- Up to one (1) year of customer service experience.

GRADE II

- One (1) year or more Legal secretary training or related field.

Education:

GRADE I

- High school diploma or General Education Degree (GED)
Or
Three (3) years of related experience in a related field.

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GRADE II

- Associate degree in Business Administration or related field.

License/Certification:

- Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Knowledge of direct program services involving current standards in health care, child welfare, behavioral health, substance use, victim services, housing, elder and vulnerable adult, education, and community referrals, to provide advocacy and enhance client functioning and access to identified community resources.
- Knowledge to provide clients with quality standards of services, evaluation of client satisfaction, and supportive services.
- Knowledge and ability to use computer software applications, internet, email, drafting documents, prepare reports, search for and compile data, data management and tracking.
- Knowledge and ability to strictly adhere to the Data Privacy Act, HIPAA regulations, policies, mandating reporting, and procedures of the programs.
- Knowledge of procedures concerning a person that suffers adverse circumstances or associated issues.
- Strong computer knowledge and experience to enter information into child welfare database system and retrieves information as needed.
- Strong work ethic, maintain proper attendance, be dependable and on time, work flexible schedule and be able to follow and adhere to applicable policies.
- Ability to listen effectively to giving full attention to what other people are saying, taking time to understand points being made.
- Strong verbal and communication skills, deliver information effectively, speak clearly, ask questions as appropriate, and do not interrupt.
- Skills for writing, understanding, documenting, preparing reports, corresponding, and researching.
- Self-motivating skills, adaptable to changes and able to work independently, as well as with others, and accept supervision.
- Strong organizational skills, maintain clean office area, filing, compiling information, maintaining records, and prioritizing issues.
- Skills in operation of modern office equipment such as computers, facsimiles, copiers, scanners, telephone,
- Ability to organize work effectively and prioritize under timeline pressure; and able to handle multiple tasks with attention to detail and adapt to frequently changing work demands.
- Ability to multi-task with frequent interruptions and manage projects with varying deadlines.
- Ability to learn from training and apply to work performed.
- Ability to maintain documents, track referrals and enter electronic data accurately and promptly.
- Ability to provide excellent customer service, work as a team member, and work cooperatively with other agencies.
- Ability to handle crisis situations and intervene, respond and function in highly stressful, or difficult situations and/or individuals, to deescalate individuals/families in uncooperative situations.
- Ability to comprehend Tribal, State and Federal laws, legal codes, court procedures, licensing standards, government regulations, executive court orders, agency policies and procedures, and ethics.
- Ability to be a mandated reporter, write/submit reports, and report child maltreatment in accordance with the Tribal, State, and Federal mandated reporting law requirements.

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- Ability to organize, facilitate, and conduct meetings, attend team meetings, present ideas, and information.
- Ability to maintain self-care, be self-aware, and self-regulate, be able to ask for assistance when experiencing emotional stress or secondary work trauma.
- Ability to communicate directly to Supervisor to ensure program and organization is represented in a professional manner.

PREFERRED QUALIFICATIONS

- None.

WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues. Work in an extremely stressful environment where there are considerable mental and emotional demands. The types of situations that may be encountered, particularly with children, may involve causing emotional stress and secondary trauma. There may be times when placed in a situation where own life may be threatened as well as life-threatening situations of others.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630

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background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.