

PAWNEE NATION OF OKLAHOMA

Job Title	Indian Child Welfare Program Coordinator
Department	Children & Family Services
Division	Health & Community Services
Supervisor	Children & Family Services Department Manager
Position Overview	Under direct supervision of the Children & Family Services Department Manager, coordinates and implements goals and objectives of the Indian Child Welfare Program by providing social services, such as General Assistance, Child Welfare Assistance, and Emergency Assistance for eligible children and families within the Pawnee Nation's jurisdictional authority under the Indian Child Welfare Act.
Essential Functions	<ol style="list-style-type: none"> 1. Administers all phases of Indian Child Welfare program by conducting evaluations and investigations, carrying out interventions, providing referrals, developing required reports and legal documentation, and providing social services designed to protect the best interest of eligible children and families within the Pawnee Nation's jurisdictional authority under the Indian Child Welfare Act; 2. Evaluates, approves, and processes applications for assistance, to ensure that applicants meet the eligibility criteria set forth by the Pawnee Nation's Indian Child Welfare program and the Indian Child Welfare Act; 3. Monitors, evaluates, and carries out ICW intervention in court cases involving eligible children and families within the Pawnee Nation's jurisdictional authority under the Indian Child Welfare Act, and attends court proceedings with clients when necessary; 4. Conducts investigations by collecting, organizing, and analyzing information about client cases through records, tests, interviews, professional sources, etc; 5. Develops and submits case specific recommendations to the Indian Child Welfare Committee for approval and/or consultation; 6. When necessary and appropriate, transports clients to/from individual homes, foster homes, shelters, hospitals, adoptive homes, and office or child welfare proceedings; 7. Develops referrals for social, employment, and educational services for children and families receiving services through the Indian Child Welfare program; 8. Develops Foster Care Family Guidelines, and recruits and trains prospective Foster Parents; 9. Offers and provides both individual and family counseling sessions; 10. Attends trainings to enhance job performance; 11. Supervises the day-to-day activities and job performance of the ICW Assistant;

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	<p>12. Maintains confidentiality of all privileged information;</p> <p>13. Develops and manages the Indian Child Welfare program budget, including oversight of requisitions, invoices for payment, and other financial transactions;</p> <p>14. Develops and submits timely reports to the Bureau of Indian Affairs Contracting Officer, as required. Submit reports to the Pawnee Business Council, Executive Director, Division Director, and Children & Family Services Department Manager, as required;</p> <p>15. Plans, develops, and prepares grant proposals to secure alternative funding, while ensuring the outside funding sources are in alignment with Pawnee Nation goals and objectives;</p> <p>16. Performs other duties, as assigned and within the scope of the position.</p>
<p>Educational Requirements</p>	<p><u>Minimum:</u> Bachelor's Degree in Behavioral Health, Social Work, or related field.</p> <p><u>Preferred:</u> Master's Degree in Behavior Health, Social Work, or related field.</p>
<p>Experience Requirements</p>	<p><u>Minimum:</u> One (1) year experience in Behavioral Health, Social Work, or related field.</p> <p><u>Preferred:</u> One (1) year work experience providing Indian Child Welfare services.</p>
<p>Knowledge, Skills, & Abilities</p>	<p><u>Computer:</u></p> <ol style="list-style-type: none"> 1. Proficiency in Microsoft applications, including Word, Excel, Outlook, Power Point, Internet Explorer, etc. <p><u>Communication:</u></p> <ol style="list-style-type: none"> 1. Ability to establish and maintain professional relationships with co-workers, representatives of law enforcement, legal professionals, Department of Human Service employees, and other outside agencies; 2. Ability to communicate effectively with law enforcement and legal professionals, Indian Child Welfare program clientele, the general public, tribal members, Pawnee Nation employees, and other concerned parties; 3. Must possess strong administrative, public relations, and communications skills; 4. Skilled in the use of business communications (proper spelling/grammar); 5. Skilled in the use of business arithmetic (accounting, etc). <p><u>Miscellaneous:</u></p> <ol style="list-style-type: none"> 1. Must possess the ability to provide clients with compassionate care respective of Native American customs, traditions, and beliefs; 2. Must demonstrate a basic understanding of clients' rights and responsibilities, including familiarity with confidentiality requirements; 3. Must be able to conduct research, analyze information, and interpret data;

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	<ol style="list-style-type: none"> 4. Must possess the ability to analyze situations and adopt appropriate courses of action; 5. Must possess the ability to be persuasive and tactful in controversial situations; 6. Must possess the ability to meet deadlines, adapt to changing priorities, and work well under pressure; 7. Must demonstrate strong organizational skills, with the ability to prioritize; 8. Must possess knowledge of applicable federal, state, and local laws, regulations and requirements; 9. Must possess the ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds; 10. Must be available to work flexible work hours, which may vary beyond the standard 8 am – 5 pm work schedule; 11. Must be available for work-related travel; 12. Must maintain confidentiality; 13. Must work independently; 14. Must attend trainings, as required by the position; 15. Must have a valid Oklahoma drivers' license and be insurable with Pawnee Nation's insurance carrier.
<p>Physical Demands</p>	<p>While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.</p>
<p>Work Environment</p>	<p>Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work is often required. Occasions may arise requiring work outdoors where exposure to natural weather conditions may occur. There is regular interaction with the public, other agencies, and employees. Tight time constraints and multiple demands from several people are common. Travel may be required for training, meetings, conferences, presentations, and other events.</p>