

POSITION DESCRIPTION

POSITION: Foster Care/ICWA Worker **LICENSED:** No
DEPARTMENT: Bay Mills Social Services Department **STATUS:** Non-Exempt
REPORTS TO: Social Services Director **GRADE:** 11 (\$18.92-28.38)

POSITION SUMMARY:

The Foster Care/ICWA Worker provides an important function as the monitoring agent of Bay Mills Indian Community children who are placed in foster care pursuant to tribal law of the Bay Mills Indian Community. This position includes the monitoring of cases and Bay Mills Tribal Children residing off the reservation and throughout the United States who fall under the requirements of the Indian Child Welfare Act. In addition, this worker provides the support and direction to promote family reunification, priority placement, and permanency or in-home care services to Bay Mills families pursuant to Chapter 7 of the Bay Mills Tribal Code.

ESSENTIAL FUNCTIONS:

1. Following guidelines of the Bay Mills Tribal Code Chapter 7, this worker will monitor children placed out of the home due to child abuse and neglect issues that exist in the family home; monitoring is via minimum of monthly face to face contacts and consultation with the parents, foster parents and children and/or other service providers involved.
2. Following guidelines of the Indian Child Welfare Act, advocates for tribal social services in Court proceedings, Family Team Meetings, or Multi-Disciplinary Meetings pertaining to tribal children who are at risk of removal or who have been removed from their family home.
3. Conducts needs assessments for the family and determines a plan according to the Bay Mills Tribal Code Chapter 7 and Ordinance 4 of reunification that will resolved abuse and neglect issues.
4. Composes and submits family reunification service plans and progress reports to the court on a timely basis.
5. Provides accurate and timely documentation in client file on encounters with the client and consultation with foster parents, family, placement agency, court, school, and other involved parties.
6. Provides case planning, case management, and supportive services to children and families receiving foster care or related social services within accepted protocols.
7. Ensures that children placed in foster care or relative care have access to funding and support services.
8. Ensures that foster children are placed in safe and suitable placement according to tribal code, federal law and tribal customs.
9. Consults with supervisor prior to making case recommendations.
10. Provides the Bay Mills Child Welfare Committee with case updates to ensure the committee is able to carry out their function pursuant to tribal code.

11. Provides testimony in court case pertaining to the status of family reunification and permanency.
12. Monitors all cases involving Bay Mills Foster Children supervised by the MDHHS for the purposes of Title IV E Foster Care and Adoption Subsidy. Assist the MDHHS and tribal families in the identification of tribal support services, relatives or tribally licensed foster care homes.
13. Monitors all child protection court cases within the United States involving Bay Mills Indian Community children that the tribe has filed a Petition to Intervene in accordance with tribal law, federal law and tribal custom. Ensure that tribal families have access to tribal support services.
14. Participates in training and education related to enhancing job performance and as directed by supervisor.
15. Provides support information and referrals to clients and families.
16. May assist the Licensing Worker in carry out the scope of foster care licensing when needed.
17. Responsible for promoting and public awareness of the Bay Mills Foster Care and ICWA Program.
18. Must attend any and all mandatory trainings offered by the Social Services Director and/or the Tribe.
19. Other duties may be assigned within the scope and complexity of the essential functions of the Bay Mills Social Services.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee must occasionally bend, squat, crawl, balance, push/pull, and reach above shoulder level with frequent crouching and kneeling. The employee must occasionally lift and/or move up to 50 pounds with frequent lifting and/or moving up to 10 pounds. The employee's job requires driving automotive equipment with exposure to dust, fumes, gases, and marked changes in temperature and humidity.

POSITION REQUIREMENTS:

1. Must have Bachelor's degree in Social Work, Legal Studies, Criminal Justice, Human Services, or related field.
2. Must have one to three years of experience in case management of children and families.
3. Must follow the NASW Code of Ethics for Social Workers and have the ability to maintain confidentiality of clients and a high ethical standard of professionalism.
4. Must understand the Indian Child Welfare Act.
5. Must have knowledge of case management practices necessary to coordinate services to clients.
6. Must ensure supervision of the Bay Mills Social Services and the Tribal Prosecutor up to date on all aspects of the case and case management.
7. Must be an empathetic social worker.
8. Must understand evidence-based practice and needs assessment in order to determine what needs and treatment would be appropriate to resolve child abuse and neglect.

9. Must have, or be able to quickly achieve, familiarity with local, state, private, and tribal agencies in order to develop comprehensive case plans, and service referrals for children and families.
10. Must have the ability to formulate accurate case plans and court reports, and appropriately document client-related direct and in-direct services.
11. Must have the willingness and the capacity to function cooperatively in a variety of team settings.
12. Must understand what constitutes child abuse and neglect, and be able to follow proper procedures when children are deemed to be at risk or in need of care.
13. Must have the ability to engage positively with a wide range of persons and agencies.
14. Must have valid drivers license with good driving record and be insurable to drive.
15. Must be able to travel when required.
16. Excellent communication skills required.
17. Must have an excellent past work record.
18. Must be free from any substantiated child abuse and neglect history.
19. Must be drug free. Subject to unannounced drug screens.
20. Must have high integrity and honesty standards. The incumbent must be free of any criminal record in tribal, state or federal jurisdictions. Subject to intense background investigation.
21. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: Open Until Filled

APPLY TO: Send cover letter, resume, three (3) letters of references & application to:

Rena Wiczorek; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8521

rmcarrick@baymills.org

Subject: Foster Care/ICWA Worker

Applications can be found on the Bay Mills website at www.baymills.org under the employment section