



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Coordinator
Program:	Child Welfare
Department:	Family & Children Services
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK / Caney, KS
Immediate Supervisor:	Family & Children Services Director

General Description:

The position will require a comprehensive knowledge and understanding of the Indian Child Welfare Act and Family Services Act, case planning and case management experience, a working knowledge of court intervention cases in both Tribal and State Court, and familiar with community tribal resources for families.

Qualifications:

Bachelor's Degree in Sociology, Psychology, Social Work, or closely related field with an emphasis in child welfare and family services is preferred, and must have three (3) years' experience in social services work in public or private sector.

Must have comprehension and understanding of the basic principles of Child Welfare.

Must have basic understanding of legal terms related to deprived cases.

Must have a working knowledge of commonly used office equipment and Windows 7 or greater, Outlook, Microsoft Word and Excel.

Must have good verbal and written communication skills.

Must be able to work in diverse situations and atmospheres related to family function.

Must be able to work as a team player and maintain professionalism at all times.

Possess experience in dealing with individuals in crisis and have strong customer service skills with the ability to defuse tense situations.

Must be able to pass a background check (no felony convictions or misdemeanor convictions for offenses relating to children), and a drug test.

Must possess a valid Driver's License and be insurable.

Must have good interpersonal communication and teamwork skills.

Failure to meet any of these requirements will lead to a withdrawal of the job offer or termination of employment.

Responsibilities:

- Work in a fast paced and team-oriented environment.
- Maintaining regular contact with program attorney, state agency social workers, family placements, other involved agencies or parties, and the child, if appropriate.
- Receiving ICWA notices from attorneys, child welfare agencies, and district courts and determine eligibility of those needing services.
- When necessary, working with local DHS to perform or arrange for home assessments.
- Acting as a liaison between Indian families and various service provider agencies in order to provide or arrange for the everyday need of children within the tribe's case management system while strictly adhering to Federal, State, and Tribal regulations.
- Participating in all Tribal and State case reviews as required or applicable. Represents the Delaware Tribe in court cases involving Delaware Indian Children.
- Maintaining strict confidentiality of all client matters.
- Being detailed oriented, accurate, organized and able to work independently and as part of a team.
- Assisting with development of budgets as well as managing and operating Federal/State grants maintaining compliance with each specific program.

- Compiling and assisting with programmatic reports to FCS Director, Tribal Operations Manager, Tribal Council, and funding agencies as required.
- Other duties as assigned.

Indian Preference Policy:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.