

**Sitka Tribe of Alaska  
Job Description**

**Indian Child Welfare Act Caseworker**

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Exempt:	Yes	Salary Level:	43,000-49,000
Benefits:	Yes	Hours:	8:00 – 4:30 p.m.
Department:	Social Services	Reports to:	Social Services Director
Prepared by:	Social Services Director	Approved by:	General Manager

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**I. SUMMARY:**

This position provides services to Sitka Tribe of Alaska children and their families involved in state child custody proceedings under the Indian Child Welfare Act, focusing on the best interests and protection of the child, the reunification of the child with his/her family, and the safeguarding of the child's cultural identify and larger relationship to the Sitka Tribe of Alaska.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**A. Indian Child Welfare Act Case Management**

- Draft and file interventions in Indian Child Welfare Cases in a timely manner.
- Ensure that active efforts are provided by state child protective agencies to prevent the break-up of the family.
- Identify and advocate for family or tribal placements that meet the requirements of the Indian Child Welfare Act.
- Maintain regular contact with state agency social workers, family placements, other involved agencies or parties, and the child, if appropriate.
- Document case contacts and maintain case files.
- Develop a concurrent case plan that addresses the educational, safety, and health, and emotional needs of the child.
- File all court documents and correspondence accurately and in a timely manner.
- Maintain strict client confidentiality.

**B. State Court Case Participation**

- Appear at court hearings on behalf of STA to promote ICWA compliant child placement, active efforts to prevent the break-up of the Indian family and to advocate for the child's native culture and identity.
- Participate in all state case reviews as scheduled.
- Request discovery and records from state agencies and other parties as needed.
- Review and organize discovery in a timely and efficient manner.

**C. Meetings, STA Reporting, Professional Conduct**

- Keep supervisor informed concerning work progress, including present and potential problems and suggestions for new or improved ways of addressing problems.
- Maintain close communication with supervisor on a daily basis and participate in regular staff meetings of the Social Services Department.
- Participate in regular weekly client meetings with the Social Services Department.
- Attend STA all staff meeting.
- Participate in STA all-staff events which may occur after hours or on weekends, including but not limited to: Annual Picnic, Annual meeting, Annual Native American Heritage month parade, and other all-staff events that arise throughout the year.

- Prepare monthly reports of activities and any items assigned to prepare by the Tribal Attorney for inclusion in the Tribal Council regular meeting packet.
- Prepare report for inclusion in the report to Tribal Citizens in quarterly Newsletters and the Annual Report.
- Meet all requirements of Title IV-E reporting that includes maintaining a daily client contact sheet, preparing a monthly individual time study, and assisting the Tribal Attorney to compile statistics for other necessary reporting.
- Recognize and understand the highly emotional nature of Indian Child Welfare Act cases and respond to questions and client concerns in a compassionate, courteous and timely manner.
- Maintain confidentiality of all client information.
- Other duties as assigned by supervisor.

### **III. MINIMUM QUALIFICATIONS:**

#### **A. Education and work experience**

- High school diploma or G.E.D.
- Bachelor's degree in the human services field preferred. May substitute an associate's degree with 2 years of experience.

#### **B. Knowledge, Skills and Abilities**

- Strong written and oral communication skills.
- Ability to handle multiple tasks and work under short timeframes.
- Ability to handle confidential information with tact and discretion.
- Knowledge of the history of Sitka and a solid understand of the native community in Sitka, including clan structure, or willingness to learn.
- Advanced level of computer skills and at least one-year experience using Microsoft Word, Excel, and Outlook (email).
- Ability to work independently with brief verbal instruction.
- Must be able to work flexible hours to meet deadline and client needs.
- Must possess a valid Alaska State Driver's License or have the ability to attain one.

#### **C. Criminal Background Check**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense;
- Who has been found guilty of or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, sexual assault, molestation, exploitation, contact, or prostitution;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness; or
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or child.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

#### **D. Drug and Alcohol-Free Workplace:**

Drug and Alcohol-Free Workplace. This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug and/or

alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

#### **IV. PREFERENCE**

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.