



# MESCALERO APACHE TRIBE

## JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>ICWA Case Manager</b>	
<b>Department:</b>	<b>Four Directions Treatment &amp; Recovery Center</b>	
<b>Employment Status:</b>	<b>Exempt</b>	<b>Grade: E2</b>
<b>Opening date:</b>	<b>December 4, 2024</b>	<b>Closing date: December 20, 2024</b>

### Job Summary

Acts as an advocate, case manager and coordinator of services that involves Indian Child Welfare matters with the immediate goal being the reduction of the frequency of Indian Family disintegration. Reports directly to FDTRC Director.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### Duties and Responsibilities

- Recruits and licenses foster care homes on the reservation.
- Re-licenses homes, complete annual evaluations, coordinates transfers, relocations and closure of foster homes.
- Investigates complaints on foster homes and works cooperatively with law enforcement and child protective services as needed.
- Develops and conducts orientation and pre-service training for foster home requirements.
- Develops materials for recruitment of foster homes.
- Ensures that placement preference is being followed and active efforts are being provided.
- Attends Tribal Court hearings as well as State Circuit Court hearings.
- Provides case management planning services with each family to ensure all needs are being met.
- Responds to the ICWA notice received from the State courts in a timely manner and develops case plan with the state social worker with the primary plan to reunify the child or place child in relative placement where appropriate.
- Conducts regular home visits to each child in case load. Ensures adequate and frequent phone contact with every client and all placements.
- Provides coordination of services with service providers to ensure each entity is aware of all aspects of the child's life and well-being.
- Creates court reports to provide information to the court regarding progress of each client since the last court hearing.
- Attends court hearings for ICWA cases the Tribe has jurisdiction over and works towards permanently for all cases.
- Receives referrals from concerned individuals and then reports these concerns to the county social service agency for investigation.
- Organizes, facilitates, and ensures follow up from all members of the Child Protection Team.
- Explains rules, regulations and policies to clients and informs them of their rights, and responsibilities.
- Organizes caseload so that necessary case records and documents are processed and updated within specific guidelines of the programs.
- Conducts regularly scheduled reviews for all cases, updates information contained on client caseload. Reviews case with supervisor, court designed staff and grant monitor.

- Prepares weekly statistical reports and client status reports and submits to Executive Director or designated supervisor.
- Provides or arranges transportation for clients as needed.
- Manages and/or conducts parenting classes with inpatient clients.
- Enhances professional growth and development through participation in educational programs, reading current literature, attending in-services, meetings and workshops.
- Maintains confidentiality of all privileged information.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Bachelor's Degree in Sociology, Social Work, or Human Services.
- Three years social services and case management experience.
- Licensed Social Worker, preferred.
- CPR and First Aid certified, must obtain within 6 months of hire.
- Experience in interviewing, perceptual, diagnostic and family assessment skills.
- Excellent program coordination, computer and communication skills.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

***Tribal preference and Native American Indian preference shall apply to all positions.***

### **Knowledge, Skills and Abilities**

- Knowledge of principles, practices and trends in social work.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of case management.
- Knowledge of tribal, state, and federal laws pertaining to ICWA.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill and ability in preparing reports and correspondence.
- Ability to communicate effectively both verbally and in writing.
- Ability to gather and analyze statistical data and generate reports.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to make administrative/procedural decisions and judgments.
- Ability to create, compose, and edit written legal materials.
- Ability to maintain emotional stability to cope with human suffering, emergencies, and other stresses.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently and meet strict time lines.

### **Physical Demands**

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 occasionally is required to stand; and walk. The employee must occasionally lift and/or move up to 25 pounds.

### **Work Environment**

Work is generally performed in an office setting with a low noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.