



<b>St. Croix Tribal Court Employee Job Description</b>		
<b>Position Title: ICWA Case Worker</b>		
<b>Position ID #</b>		
<b>Facility: St. Croix Tribal Health Clinic</b>		
<b>Job Family:</b>	<b>Compensation: \$17-\$18</b>	<b>Status: Full Time</b>

**Position Summary:**

The ICWA Case Worker will be responsible for overseeing county ICWA cases involving St. Croix children and advocating for tribal rights under ICWA. The Position is full-time with hours from Monday – Friday, 8:00 AM – 4:00 PM.

**Duties and Responsibilities:**

- Work with county social service agencies, tribal legal department, and ICW Director
- Maintain case files including court documents, reports, and case notes.
- Attend all county ICWA hearings specifically in Barron, Burnett, Washburn, and Polk
- Attend hearings in Wisconsin and Minnesota either in person or telephonically
- Update and make recommendations to the tribal attorney
- Advocate for tribal rights under ICWA
- Schedule home visits to each ICWA placement every quarter
- Attend ICWA family team meetings scheduled by county social services
- Work with Tribal Foster Care Coordinator to ensure all possible relatives are being identified
- Attend county staff meetings
- Attend tribal staff meetings
- Maintain confidentiality
- Other duties as necessary

**Qualifications:**

- Minimum of Associate Degree in Early Child Development or equivalent human services degree and at least one year working with at-risk families. Must be willing to obtain a bachelor degree if do not possess one
- Must be able to work with high-risk families experiencing problems with child abuse, neglect, AODA, and other social and economic problems

- Experience with a Native American Tribal organization desirable
- Experience working with Native American communities
- Must be able to pass a criminal background check
- Must be able to maintain confidentiality

**Knowledge, Skill, and Abilities:**

- Must be knowledgeable of the Indian Child Welfare Act (ICWA) or willing to become knowledgeable within a reasonable amount of time
- Reporting procedure and legal obligation to report incidents of suspected child abuse and or neglect
- Knowledge of current state, federal, and local laws governing placement, custody, and treatment of children
- Knowledge of the trauma and impact of foster care on children and families
- An in-depth understanding of family systems
- An in-depth understanding of strength-based home visitation techniques
- An in-depth understanding of child and adolescent development and behavior
- A working knowledge of the impact of domestic violence, sexual abuse, child neglect, and substance abuse on families and children
- A familiarity with family and child assessment best practices
- Experience working with families with multiple risk factors, safety issues, and desired behavioral changes in a multi-disciplinary team
- Knowledge of cultural competency
- An ability to acknowledge, respect, and build upon the diversity of families
- Possess ability to collect and manage data
- Experience working with Native American individuals and communities
- Effective and positive communication and interpersonal skills
- Possess basic computer skills (Word, Excel, etc.)

**Physical Demands/Environment Factors:**

- Typical office environment
- Requires extensive sitting with periodic standing and walking
- Requires significant use of computer, phone and general office equipment
- Needs adequate visual acuity, ability to grasp and handle objects
- Needs ability to communicate effectively through reading, writing, and speaking in person or on the telephone
- Travel required off-site by air or vehicle

Trainings required depending on experience: ICWA, Qualified Expert Witness (QEW) unless experienced in this field