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| Kickapoo Tribe In Kansas Position Description |
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Title: ICW Social Worker

Position: Full time

Department: Social Services

Supervisor: Social Services Director

Position Description:

The Indian Child Welfare Worker investigates child abuse and neglect reports involving children on the Kickapoo Reservation. Immediate consultation with the Tribal Judge, Tribal law Enforcement, Tribal Prosecuting Attorney, and Program Director will be required for emergency removal. The ICW Worker completes the assessment and provides reports to determine if the case will proceed.

Duties and Responsibilities:

- The ICW Worker will investigate and evaluate all child abuse and neglect reports.
- The ICW Worker will provide case management and advocacy for those children placed in Tribal custody, as well as, monitor those in the State Court System.
- The ICW Worker will be on call 24 hours a day, seven days a week, unless the Program Director states otherwise.
- The ICW Worker will provide case management services; assist in the reunification process and/or permanency planning.
- The ICW Worker will provide appropriate referral/follow up of unsubstantiated reports of child abuse and neglect as necessary.
- The ICW Worker will monitor foster case placements through monthly home visits and school collaboration.
- The ICW Worker is responsible for arranging or providing parenting skills training for adult, teen and foster parents.
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- The ICW Worker is responsible for all foster care procedures/requirements to make sure they are carried out, including MAPP training for Foster Parents.
- The ICW Worker will conduct home studies and provide reports to the court and program Director.
- The ICW Worker will maintain/update client files and develop case plans for all children in Tribal Custody.
- The ICW Worker is required to attend trainings in ICW, Child Protective Services, Child Abuse and Neglect and Sexual Abuse.

- The ICW Worker will be responsible for working directly with client in learning Independent Living Skills.
- The ICW Worker will perform other duties as assigned.
- Must Maintain confidentiality of case management.

Qualifications:

A Masters degree in Social Work is preferred; A Bachelors degree in Social Work is required with a Kansas Social Work license or able to obtain one within 90 days of employment and at least one year experience working with culturally diverse populations. The applicant must pass a background check for felony convictions and shall have a valid drivers license from residency and be fully insurable under the Tribal insurance policy. Training in child sexual abuse and neglect investigations procedures are required. BIA training will be provided.

Privacy Act:

The Indian Child Welfare Worker must comply with all requirements and provisions of subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USC 552a) (i)(I).

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference Policy:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applications in the absence of qualified Indian Preference eligible.

Job description: Indian Child Welfare Worker

Employee signature

Date

The Kickapoo Tribe in Kansas reserves the right to amend this job description at any time.

Revised 03/10