



Shoshone Tribe
Human Resource Dept.
P.O. Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005, Ext. 160
Fax: (307) 332-9883

NOTICE OF EMPLOYMENT

POSITION: ICWA Case Worker
DEPARTMENT: Department of Family Services (DFS)
SALARY: DOE
OPENING DATE: January 4, 2019 **CLOSING DATE:** January 17, 2018

POSITION SUMMARY:

This position provides professional social work case management, field work, child transportations, and child protection investigations in conjunction with local law enforcement on all aspects of child abuse and neglect and implementation of the Indian Child Welfare Act for the Eastern Shoshone Tribes.

****This position is dependent upon funding; current level of funding is not guaranteed past current fiscal year. This position may have to be part time in the future, based on funding.****

DUTIES AND RESPONSIBILITIES

- Will conduct investigative and fact-finding interviews and welfare checks/home visits, at times along with law enforcement to assess the environmental and social well-being of children and prepares written reports of the findings of child maltreatment with the overall focus being child safety.
- Will make recommendations to the applicable attorney's office and/or judges on open child protection cases or other cases involving children and will provide court testimony as needed and will make formal/written requests to open cases of child protection when needed.
- Will prepare home studies and recommend appropriate placements for foster care, relative placement and the adoption of children as ordered by a court of competent jurisdiction.
- Attends program collaborations, staffing and departmental meetings as directed and as needed.
- Serve as a member of the rotating after hour's and weekend 24 hour on-call team for emergency child placement.
- Will be responsible for the case management of open child protection cases including current narratives and the maintenance and documentation of information.
- Will perform other duties and responsibilities as need to carry out position functions.
- In conjunction with the Eastern Shoshone Attorney General, Prepare and submit certified

letters or other relevant written documentation Conduct research under ICWA to determine whether the child is an “Indian child” to confirm eligibility under ICWA relating to court proceedings, and agency inquiries.

- In conjunction with the Eastern Shoshone Attorney General, having knowledge or ability to research state placements processes resulting from a minor child’s status offense, guardianship/conservatorship, intra-family custody disputes, and placement with parent issues.
- In conjunction with the Eastern Shoshone Attorney General, ensure compliance with the ICWA grant requirements including but not limited to providing case narratives, statistical reports, and financial reports and budget expenditures.

QUALIFICATIONS

- Bachelor Degree in Health, Social Work or related field from an accredited college or university with two years of work experience in child welfare or a combination of education and 5 years work experience in child welfare.
- Required to possess a valid driver’s license and have clearance for coverage under the Tribe’s vehicle insurance plan.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law.
- Must demonstrate ability in interpreting and applying laws, regulations, resolutions, and policies.
- Self-starter completes tasks in a timely manner and must possess ability to work independently with little or no supervision.
- Must have strong knowledge of the Indian Child Welfare Act (ICWA) as well as an understanding of the regulations and guidelines implementing ICWA.
- Knowledge and understanding of local Tribal communities, resources and some knowledge of Native American history, culture, traditions, and tribal government.
- Must be able to work under a variety of circumstances and timeframes which will require the worker to have flexibility with their time.
- Must maintain strict confidentiality of all information process through the department including records, reports documents, conversations, etc.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
 - Applications are available online at easternshoshone.org and can be sent via email to menos@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.