

**MIAMI NATION
IN-HOUSE JOB ANNOUNCEMENT**

POSITION TITLE: ASSISTANT INDIAN CHILD WELFARE COORDINATOR
CLASSIFICATION: EXEMPT
STATUS: FULL TIME

DATES OF POSTING PERIOD: SEPTEMBER 17, 2019 – OCTOBER 1, 2019

JOB SUMMARY: This position assists the Coordinator as an advocate for Miami families, ensuring the compliance of the Indian Child Welfare Act and oversight of the general well-being and the best interest of the Miami children in state or tribal custody. This position is under the direct supervision of the Indian Child Welfare Coordinator and the indirect supervision of the Child Care Services Manager. This position will be located at 202 S Eight Tribes Trail, Miami, OK.

MAJOR JOB FUNCTIONS:

- Provides support and advocacy to Miami families involved in the child welfare system
- Assists Coordinator with submitting referrals and assisting families with services
- Assists with case management and intervention activities
- Conducts placement visitation monthly, or as directed
- Prepares court reports and attends court hearings, as directed
- Testifies as an expert in court hearings, as needed
- Maintains case files to ensure compliance in conjunction with Miami Nation guidelines, Miami Nation Tribal Court Codes and ICWA
- Represent the Miami Nation in legal matters related to cases involving Miami families and children, as requested

OTHER JOB FUNCTIONS:

- With Coordinator, participates in progress meetings with various tribal, court and outside personnel or agencies as needed and/or required
- Writes monthly progress reports as requested by ICW Coordinator
- Coordinates child abuse awareness and prevention activities, as directed
- Other duties as assigned

This position includes, but is not limited to, the job functions listed above.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Work with a minimum of five (5) years experience in a related field, or an equivalent combination of education and experience
- A minimum of two (2) years experience in child welfare services, the delivery of victim services and social and community based services
- Knowledgeable of Native American culture and traditions, preferably Miami
- Must possess a high integrity regarding confidential and sensitive information
- Ability to effectively communicate, with excellent verbal and written skills
- Must have the ability to work unsupervised while meeting deadlines
- Maintain a professional image and atmosphere

- Must be able to travel as needed, possibly with very little advanced notice
- Must be computer literate, specifically with Microsoft Office
- May be required to work beyond normal working hours
- Background investigation with favorable findings
- Must have a valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act.

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: cgibson@miamination.com

For complete job description and application visit: www.miamination.com/employment