

Sisseton-Wahpeton Oyate

Job Description

Job Title: Protective Service Worker/Indian Child Welfare Act Assistant

Reports to: ICWA Specialist & Child Protection Program Manager

Responsibilities:

1. Assist on process and log cases coming in the State Court Jurisdiction.
2. Assist on gathering all pertinent data from the sending Court's jurisdiction.
3. Assist determining the child(ren) tribal enrollment status.
4. Assist Specialist consulting with Child Protection Program, social workers of sending Court's jurisdiction, family members and other and make decision according to decline jurisdiction, transfer jurisdiction or to intervene.
5. Assist developing treatment plan on every child where intervention or jurisdiction has been transferred within ten (10) days.
6. Assist working with the total family unit as well as the child.
7. Assist providing out-patient follow up for children who are returned to the family unit for a 90-day period, or long term if deemed necessary.
8. Assist Specialist consulting with children, their family members, teachers and others prior to the juvenile proceedings to gather information on each and every case in order to make appropriate recommendations in the dispositional phase of the hearings.
9. Assist, coordinate services with other agencies and institutions after dispositional determination, if appropriate, and for those children who in the diversion program to assure that services are being provided.
10. Along with Specialist, work closely with Family Counselor to ensure child and family receive guidance and direction to strengthen and stabilize the family unit.
11. Assist Specialist returning child to Lake Traverse Reservation after jurisdiction has been accepted and provide follow up services to child and family.
12. Must be available to be on-call one day a week and rotating weekends for emergency calls.
13. Carry a caseload composed individual cases for which case records are maintained according to Agency policy.

Qualifications:

1. Bachelor degree in Social Work, Criminal Justice or related field or four (4) years of experience in working with children and families in the field of Social Work.

2. Ability to work on own initiative to devise, implement and carry out goals of the program.

Program Requirements:

1. Must be willing to submit to mandatory employee background investigation.
2. Must have a driver's license and ability to obtain a Tribal Driver's License.
3. Must live an alcohol and drug free lifestyle.
4. Must have computer experience (Word, Excel and Power Point).

Approved by Margaret Thompson Date 6/6/2022