

**NOME ESKIMO COMMUNITY  
POSITION DESCRIPTION**

**JOB TITLE:** ICWA Compact Support Specialist  
**DEPARTMENT:** Family Services  
**REPORTS TO:** Family Services Director  
**POSITION STATUS:** Regular, Full-Time  
**EXEMPT STATUS:** Non-exempt  
**PAY RANGE:** \$22.78 + D.O.E.

**BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

- 1) Assist in the implementation, coordination and performance of program operations as assigned and as outlined in the program goals and objectives governed by the Indian Child Welfare Act (ICWA).
- 2) Conduct ongoing Diligent Relative Searches to identify potential relative placements for tribal children in out-of-home care in compliance with the Fostering Connections to Success and Increasing Adoptions Act of 2008 and applicable policies and procedures.
- 3) Conduct database searches utilizing State approved search systems.
- 4) Complete and maintain written documentation of all search efforts and contacts to include data collection and reporting. Maintains statistical information for program reporting requirements.
- 5) Communicate with potential relative placements to inform, obtain contact information and outline placement and permanency options.
- 6) Maintain a list of potential ICWA Compliant foster homes and adoptive families.
- 7) Conduct Tribal Enrollment research when State ICWA Notices are received. Request protective service reports and supporting documentation per the Tribal Agreement of Confidentiality.
- 8) Assist in the development of processes, protocols and policies for program implementation.
- 9) Maintains confidential client records per required standards and applicable Confidentiality Agreements.
- 10) Provides home visit support as needed.
- 11) Provides support and coordination for teleconferences, in-person meetings, and special projects associated with the Tribal-State Compact Agreement and applicable Support Services Funding Agreements (SSFA).
- 12) This position is expected to occasionally attend evening out of town meetings or meetings, travel for case management purposes, and participate in trainings or to provide escort services for member children.
- 13) Other duties as assigned.

## **QUALIFICATIONS:**

- 1) Associates Degree in an applicable field or comparable work experience in a related field; may substitute for the degree requirement on a year-for-year basis.
- 2) Experience in child protective services, knowledge of the Indian Child Welfare Act (ICWA) and the role of tribes in Child in Need of Aid (CINA) cases.
- 3) Must possess strong oral, written communication and organizational skills.
- 4) Knowledge of Microsoft Word, Windows, Excel and strong web-based research skills required.
- 5) The ability to track complex networks and evaluate information for decision making purposes.
- 6) Must be dependable, self-motivated and work with minimal supervision.
- 7) The ability to multi-task, organize work and problem-solve.
- 8) Possess the ability to work with others in a Cross-cultural and rural setting, to include familiarity of Alaska Native tribes and tribal organizations and the issues prevalent in the rural communities.
- 9) Ability to maintain strict client confidentiality.
- 10) Must possess a valid Alaska driver's license and have a good driving record.
- 11) Must be willing to travel and work evenings and weekends as necessary.

**To ensure the safety of children who receive services, Nome Eskimo Community will complete a Criminal History Background Check on all applicants considered for the position.**

**To be considered for employment, the report must be free of crimes involving sexual assault or sexual abuse of a minor, unlawful exploitation of a minor, indecent exposure, crimes of violence or crimes against persons, and must show that the applicant has not been convicted of a felony within the past ten years.**