



ICWA Compact Support Specialist

Department: Family Services	Reports To: Family Services Director	Status: Regular Full Time
Location: Nome or Anchorage	FLSA: Non Exempt	Pay Range: 7,8,9

Purpose of Position

Under general supervision, provides administrative and program support of a highly responsible and confidential in nature to the Family Services Director in achieving goals and objectives of the Family Services Department governed by the Indian Child Welfare Act (ICWA). Assist in the development of processes, protocols and policies for program implementation.

Uphold the organization’s mission, and corporate values as well as demonstrate understanding of and compliance with organization’s policies and procedures.

Essential Functions

- 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 utilizing State approved search systems.
- Complete and maintain written documentation of all search efforts and contacts to include data collection and reporting. Maintains statistical information for program reporting requirements. Maintains confidential client records per required standards and applicable Confidentiality Agreements.
- Communicate with potential relative placements to inform, obtain contact information and outline placement and permanency options. Maintain a list of potential ICWA Compliant foster homes and adoptive families.
- Conduct Tribal Enrollment research when State ICWA Notices are received. Request protective service reports and supporting documentation per the Tribal Agreement of Confidentiality.
- Provides home visit support as needed.
- 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).
- 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.
- Other duties as assigned

Personal Traits:

Employees of Nome Eskimo Community are expected to promote the organization’s mission and vision. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

Knowledge and Skills

All employees are expected to have general knowledge of Alaskan Native culture, traditions, history, and needs as well as customer service skills and the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have a general knowledge of

computers, copies, fax machines, and typical software, the ability to follow policy, procedure, instruction, communicate regularly with their supervisors, and the ability to understand and manage confidentiality.

Specific knowledge, skills and abilities required for position:

- Knowledge of NEC programs and services
- Knowledge of privacy laws and regulations
- Knowledge of filing procedures
- Skill in oral and written communication
- Skill in establishing and maintaining cooperative working relationships with others
- Ability to manage multiple priorities

Minimum Qualifications

- **Education:** Associates Degree in Business or a related field is required. Progressively responsible professional work experience may be substituted on a year for year basis for degree requirement.
- **Experience:** Must have at least 2 years comparable work experience or demonstrated proficiency at NEC.

Additional Requirements or Credentials:

- Must have a valid Alaska Driver’s License

Physical Requirements and Working Conditions:

- Work is conducted in a standard office environment.
- Must be able to lift at least 20 pounds
- May be required to work outside the traditional work schedule occasionally
- Occasional Travel is Required

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Internal Approvals

Printed Name of Incumbent

Signature of Incumbent

Date

When possible, NEC will extend a Hiring Preference for employment to Alaskan Natives and Native Americans in accordance with section 7 (b) of Public Law 93-638, the Indian Self-Determination Act. NEC is also a drug free workplace. When required, applicants may be required to pass a criminal history check. Applicants that do not pass pre-employment requirements will not be considered.