



Employee Job Description		
Position Title: ICWA Case Worker		
Position ID #		
Facility: St. Croix Tribal Health and Human Services		
Job Family: Human Services	Comp Grade: Pay Rate	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

The ICWA Case Worker will be responsible for overseeing county ICWA cases involving St. Croix children and advocating for tribal rights under ICWA. The Position is full-time with hours from Monday – Friday, 8:00 AM – 4:00 PM.

(Job Title) Job Duties:

- Work with county social service agencies, tribal legal department, and ICW Director
- Maintain case files including court documents, reports, and case notes.
- Attend all county ICWA hearings specifically in Barron, Burnett, Washburn, and Polk
- Attend hearings in Wisconsin and Minnesota either in person or telephonically
- Update and make recommendations to the tribal attorney
- Advocate for tribal rights under ICWA
- Schedule home visits to each ICWA placement every quarter
- Attend ICWA family team meetings scheduled by county social services
- Work with Tribal Foster Care Coordinator to ensure all possible relatives are being identified
- Attend county staff meetings
- Attend tribal staff meetings
- Maintain confidentiality
- Any other duties assigned by supervisor

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties.

Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: ICW Director

Matrix of INDIRECT Reporting: St. Croix Tribal Health and Human Service Director

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

Knowledge, Skill, and Abilities:

- Must be knowledgeable of the Indian Child Welfare Act (ICWA) or willing to become knowledgeable within a reasonable amount of time
- Reporting procedure and legal obligation to report incidents of suspected child abuse and or neglect
- Knowledge of current state, federal, and local laws governing placement, custody, and treatment of children
- Knowledge of the trauma and impact of foster care on children and families
- An in-depth understanding of family systems
- An in-depth understanding of strength-based home visitation techniques
- An in-depth understanding of child and adolescent development and behavior
- A working knowledge of the impact of domestic violence, sexual abuse, child neglect, and substance abuse on families and children
- A familiarity with family and child assessment best practices
- Experience working with families with multiple risk factors, safety issues, and desired behavioral changes in a multi-disciplinary team
- Knowledge of cultural competency
- An ability to acknowledge, respect, and build upon the diversity of families
- Possess ability to collect and manage data
- Experience working with Native American individuals and communities
- Effective and positive communication and interpersonal skills
- Possess basic computer skills (Word, Excel, etc.)