



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Indian Child Welfare Act Coordinator

Team: 477 Department
Reports to: 477 Director
FLSA Status: Non-Exempt

Salary Range: \$22.50-\$30.00
Schedule: Full-time, Regular
Last Revised: June 2024

The Indian Child Welfare Act (ICWA) Coordinator supports Indian child health and well-being through implementation of coordinated programs designed to further cultural identity, personal self-esteem and hope for the future. This person intervenes in State custody and termination of parental rights according to established ICWA law. This position assists tribal members socially and financially working through Tribal, State and Federal programs.

Duties/Responsibilities:

- Works within parameters of ICWA law to provide ICWA services.
- Maintains all files for tribal members involved with ICWA.
- Attends all court hearings and other events associated with ICWA.
- Represents the child in ICWA matters, includes home visits as necessary.
- Complete monthly tracking of ICWA children.
- Oversees diligent relative searches for all OCS referrals
- Attends regular scheduled executive sessions in tribal council meetings.
- Liaisons with Cordova Public Schools for ICWA related purposes.
- Performs site visits at prospective adoptees homes.
- Liaisons with other villages and towns in area to facilitate cultural identity.
- Works with Social Services team and Cultural team.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Experience with Indian Child Welfare Act preferred.
- Experience operating under tight confidentiality preferred.
- Must pass comprehensive background check.
- Knowledge or ability to learn Prince William Sound traditions.
- Ability to interact with youth in a supportive and firm manner.
- Must enjoy youth and native culture.
- Proficient in Microsoft, Excel, and other basic computer programs.
- General knowledge of the principles and practices of victim advocate programs and processes.
- Must be able to function independently and have flexibility, personal integrity, and the ability to work effectively with a variety of people including abuse victims, elderly, children, staff, and support agencies.
- Must be able to relate to and work with people with different cultural backgrounds.
- Must have excellent planning and organizational skills.
- Must have the ability to make independent decisions when circumstances warrant such action.
- Strong oral and written communication skills required.



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- Ability to resist pressure from clients, their families, and the community.
- Must be able to maintain complete confidentiality.
- Ability to demonstrate sound work ethics, be consistent, fair, compassionate, and understanding.
- Ability to be flexible, adaptable and ability to work effectively in a variety of settings.
- Ability to work effectively as a member of a team.

Education and Experience:

- High school diploma or equivalent required.
- Bachelor's Degree in Child Behavioral Psychology preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk to complete work.
- Typically move, bend and crouch during work hours to complete assigned tasks.
- Regularly use vision including close, peripheral and ability to adjust focus.
- Typically lifts, totes, and carries up to 20 lbs. to coordinate work.
- Regularly use mental, oral, and written methods of creating complex material using high level cognitive functions, or otherwise create, develop, and communicate plans and activities.
- Limited chance of exposure to blood-borne and infectious pathogens.
- Work will mostly be performed indoors.

Disclaimer

NVE has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

Employee Signature

Date