

SENECA-CAYUGA NATION

VACANCY ANNOUNCEMENT

The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, applicants will be solicited from within the Nation, with consideration being given to upgrading the existing staff according to the Nation's Career Development Program. Applications will be received from prospective employees concurrently. Current employees must express their interest in transferring to the position within 10 working days by submitting a complete application and resume reflecting the ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com. Resumes with completed applications may be submitted to Human Resources or online to clewis@sctribe.com.

Posted 4/25/2024. Position Closes 5/8/2024.

Position Title: ICW CPS

Department: ICW

Immediate Supervisor: ICW Director

Position Supervised: None

GENERAL STATEMENT OF THE RESPONSIBILITY:

Under the direction of the Indian Child Welfare Director, the Indian Child Welfare Child Protection Specialist will provide Child Protection Services to any person who is a member of the Seneca-Cayuga Nation. Must accomplish the ICW Department's strategic objectives by investigating incoming referrals with continued ongoing services to Seneca-Cayuga Tribal families. This job is responsible for the general well-being and best interest of Native American children in state custody or that are placed out of the home in state or tribal foster homes, kinship placement or adoptive homes. Maintains confidentiality of all privileged information. The ICW Child Protection Specialist will assist with identifying Seneca-Cayuga Tribal children under the age of 18 who are in need of social services because of neglect, abuse, abandonment, birth to single parent, a mental or physical handicap, lack of sufficient parental concern or support, antisocial behavior, emotional problems or any other conditions which may affect their well-being. To help obtain services from other agencies or provide the service for these children and their families, which are warranted. This may require referral for legal action when necessary to protect and care for a child deprived of parental support and protection. To promote Native American participation in the planning, development and administration of social services which the ICW Program is authorized to administer for the benefit of Native American children and families.

SPECIFIC AREAS OF RESPONSIBILITY:

1. Provides protective services to children including the investigation and recommendation of interventions or placements in cases of neglect and child abuse.
2. Initiates emergency investigations, placements, and removals.
3. Provides information and assistance to tribal members in matters of financial and economic need and refers to appropriate services.
4. Be available to assist in monitoring tribal custody homes/facilities, when necessary ,as directed by ICW program director.
5. Serves as an advocate for families to ensure the compliance of the Indian Child Welfare Act (ICWA).
6. Conduct membership verifications when sent by other state agencies.
7. Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with children and families involved in abuse and neglect situations.
8. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
9. Provides community education related to child abuse and neglect, domestic violence, substance abuse, and family health and wellness.
10. Attends court hearings and makes recommendations to the courts as requested.
11. Contacts Tribal Police department or other emergency service providers in the event of a crisis.
12. Ability to create a case file, general filing of ICW paperwork and validating tribal membership.
13. MUST display **utmost confidentiality** on all matters pertaining to the Indian Child Welfare families and clients.
14. Ensures compliance with tribal, local, state, and federal statutes, regulations, policies and procedures.
15. Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
16. Contributes to a team effort and accomplishes related results as required.
17. Performs other duties as required, including providing transportation services, as needed.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree in social work or related field plus two years of experience related to the position and/or training; or equivalent combination of education and experience.
- Knowledge and understanding of ICWA, Oklahoma ICWA, AFSA and any other such pertinent laws, ordinances, either State, Federal or Tribal.
- Valid Driver's License.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Knowledge of appropriate Nation, state and local laws relating to; legal terminology, court practices and procedures; modern office procedures to include personal computers.
- Ability to: maintain professional office manners, communicate effectively, verbally and in writing; follow written and verbal instructions; prioritize tasks.
- Establish and maintain effective working relationships with varied backgrounds on a professional level without prejudice that relate to the needs of children, and capability to deal with family members.
- Ability to work extended hours and various work schedules and be able to work on a 24-hour on-call basis may be required.

SPECIAL REQUIREMENTS:

Must fill out a background information disclosure, complete and pass a drug screening. Position requires a background check, State and Federal, prior to employment.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

1. Indian Child Welfare Office, Seneca-Cayuga Tribal Complex
2. Appearances in Tribal/District/Circuit Courts as needed.
3. Situations where extreme caution must be exercised sometimes occur when contacting individuals at home. Evening, weekend, and/or holiday work will be required.

TRAVEL REQUIREMENTS:

Will require occasional overnight travel to attend meetings, trainings, and assist in the transporting of clients as needed.

Tribal/Indian preference will be observed in the filling of this position.