



# Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

*Cansayapi Otunwe*

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## LOWER SIOUX INDIAN COMMUNITY FOSTER CARE LICENSING WORKER & ICWA/MIFPA NOTIFICATION SPECIALIST- JOB DESCRIPTION

**JOB TITLE:** Foster Care Licensing Worker & ICWA/MIFPA Notification Specialist  
**DEPARTMENT:** Cansayapi Tiwahe Wotani Yapi “Lower Sioux Family Services”  
**REPORTS TO:** Family Services Supervisor  
**SALARY GRADE:** Depending on Qualification

### **SUMMARY:**

Our cultural and community-based family services seek a compassionate, team oriented, and experienced Foster Care Licensing Worker & ICWA/MIFPA Notification Specialist. The Foster Care Licensing Worker & ICWA/MIFPA Notification Specialist provides licensing of Foster families and processes the ICWA/MIFPA notifications for citizens and descendants of the Lower Sioux Indian Community; and is responsible for background studies investigations, training, and resources for foster families. Serves clients located on the reservation and within the tribe’s service areas.

### **EDUCATION AND EXPERIENCE:**

- Bachelor’s Degree in Family Services, Child Development, or related field; preferred
- Will consider education and experience totaling a minimum of six years within Native communities
- Knowledge of the Indian Child Welfare Act and the Minnesota Family Preservation Act.
- Knowledge and experience working with Native American communities, culture, customs, and tribal laws.
- Able to pass a background study by the Minnesota Department of Human Services

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage ICWA/MIFPA Notifications by determining eligibility, notifying agencies of services provided to Cansayapi children, and tracking notices for reporting purposes
- Implement recruitment for potential foster parents
- Collaborates with prospective parents to ensure all license requirements are met
- Perform required background studies including submitting required documentation to Minnesota Department of Human Services
- Develop, schedule, coordinate, lead, and evaluate training program for foster care families
- Plan and coordinate monthly meeting with foster parents

- Complete assessment on all children entering foster care to include social assessment and development assessment
- Monitor and case coordination for children placed in foster care
- Prepare resources packet for foster care families
- Interact regularly with children in placement
- Objectively screen for safety and appropriately determine the level of care and support
- Provide appropriate services and referrals to improve the quality of life and to build a stronger community
- Required to complete all documentation for billing in a timely manner
- Monitors the provision and quality of services provided to the family and provide new services/resources as needed
- Understand Lower Sioux Domestic Relation Code, and in accordance with state and federal law
- Respond to crisis and emergencies to support clients
- Collaborates with other necessary individuals the youth and family may have contact with, such as County Case Managers, Probation Officers, Judges, District Attorneys, Attorneys, Teachers, Physicians, etc.
- Coordinate transportation for clients as needed
- Provide family prevention services to clients and families
- Always be accountable and follow through on court order and conditions
- Sharing in the after-hours on-call availability of Social Services staff
- Available and willing to work any changes in hours on the schedule at any time during employment
- Other duties as assigned

**SKILLS KNOWLEDGE AND ATTRIBUTES:**

- Maintain high standard of confidentiality
- Time Management Skills
- Must have relationship building skills
- Excellent oral and written communication skills
- Suicide Prevention Training, preferable ASIST and willing to train
- Motivational Interviewing
- Must have valid driver’s license, reliable transportation and be insurable under the tribe’s auto insurance policy for use of company vehicles.

**DISCLAIMER:**

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:

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