

LOWER BRULE SIOUX TRIBE
Indian child Welfare Act (ICWA) Coordinator
Enrollment Clerk
JOB ANNOUNCEMENT

JOB TITLE: Indian Child Welfare Act (ICWA) Coordinator/Enrollment Clerk

Job Class: Level VII (\$23,000 - \$38,000 annual) DOE

Job Summary: The ICWA Coordinator advocates in the State Court systems protecting the federal ICWA law for the Lower Brule Sioux Tribe. The ICWA Coordinator will assist families by establishing strength based services to meet the reunification plans and family needs.

ILLUSTRATIVE DUTIES & RESPONSIBILITIES:

- Advocate for Tribal rights under ICWA working closely with the Tribes and Child Welfare Services to unify the family by participating in state court hearings representing the tribal position on ICWA matters. This may include providing Indian expert witness testimony.
- Work proactively with clients who may have multiple problems, conditions and work with them to navigate the complexities of the Tribal and State systems to reunite with the children.
- Develop case management plans for families in crisis and provide linkages to all services with follow up within 30 days encouraging clients to use tribal services such as counseling, parenting, domestic violence, substance abuse, community health and/or provides referrals to other community resources.
- Conducts community presentation on program activities and services available and participates in the monthly Child Protection Team (CPT) meetings and bi-weekly case consultation.
- Provide transportation for clients to and from services when needed.
- Complete monthly and quarterly reports promptly.
- Maintain confidentiality of individuals and cases.
- Maintains personal and professional boundaries and holds confidentiality adhering to HIPAA requirements.
- Perform other duties as assigned.

REQUIREMENTS & QUALIFICATIONS:

- Two-year field experience in case management, and court experience preferred and/or
- Two (2) year associate degree in Human Services or related field required.
- Proficiency with standard software program including spread sheet applications.
- Attend training locally and out-of-state.
- Oral and written communication skills.
- Ability to work independently and establish priorities.
- Ability to work flex hours evenings, and weekends.
- Subject to pre-employment, post-accident and random drug test.
- Subject to pre-employment, and annual background checks.
- Must possess a valid SD driver's license, and a good driving record.
- Routine physical requirements.

**LOWER BRULE SIOUX TRIBE
ENROLLMENT CLERK
JOB DESCRIPTION**

JOB TITLE: Enrollment Clerk

JOB CLASS: Level V

JOB SUMMARY: Under the general supervision of the supervisor, will perform ordinary task, as outlined in the job description and other related duties as assigned.

ILLUSTRATIVE DUTIES:

- Maintain a schedule of tasks to be performed with due dates.
- Schedule meetings as instructed by the Enrollment Committee Chairperson, and notify Enrollment Committee members of such meeting.
- Ensure all required enrollment paperwork is completed and attached.
- Submit all documents to the Enrollment Committee, for their approval.
- Assist with submitting required typed reports to all pertinent organizations.
- Maintain records/service data and filing system for enrollment.
- Keep track of timesheets and submit to finance for processing.
- Answer the telephone.
- Provide information to the Enrollment Committee in a timely manner.
- Adhere to the policies and procedures of the Lower Brule Sioux Tribe.
- Perform other relevant and assigned duties, as assigned.

QUALIFICATIONS REQUIREMENTS (Knowledge, Skills & Abilities):

- Must have a high school diploma or GED (general educational development) certificate.
- Working knowledge of Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft Publisher.
- Knowledgeable in data entry.
- Must have good work ethics and organizational skills.
- Must have good telephone etiquette, communication skills and letter writing abilities.
- Ability to get along with fellow workers; ability to be courteous and welcoming to the public, and good coping skills.
- Must maintain confidentiality.
- Must be able to pass a background check.
- Must be able to pass a drug test.

To apply, submit a LBST application to:

Lower Brule Sioux Tribe
Office of Personnel Management
187 Oyate Circle
Lower Brule, SD 57548

OPENING DATE: 10/21/2022

CLOSING DATE: 11/21/2022