



## ICWA Liaison

The Minnesota Indian Women's Resource Center (MIWRC) is a non-profit social and mental health services organization committed to traditional ways of being and support of American Indian women and their families.

Founded in 1984, MIWRC provides a broad range of programs designed to educate and empower Native women and their families, and to inform and assist those who work providing services to the community.

MIWRC is located in the Phillips neighborhood of Minneapolis, which has the third largest urban American Indian population in the United States.

Programs are developed to reflect the needs of our families, and are tailored to address issues that significantly affect their well-being, such as family services, affordable housing, chemical dependency, mental health care, cultural resilience and healing, and other family and community issues.

**WAGES:** \$ 25.00/hour, plus benefits

**EQUITY STATEMENT:** If you meet some, but not all of the criteria/requirements for this position, or are unsure, but you are interested in the position, please apply. We value and recognize experience that has been unpaid, from the grassroots, or is lived experience.

**JOB SUMMARY:** The Minnesota Indian Women's Resource Center (MIWRC) is seeking a dynamic and community-connected person to work as our ICWA Collaborative Coordinator.

The ICWA Collaborative Coordinator is a first point of contact for our American Indian families and is compassionate, personable, highly-organized, results-oriented, and systems-driven.

This position will require an individual who is flexible in their work schedule and tasks, is caring towards those who may be calling for a referral or additional information about the various programs offered at MIWRC.

**NOTE:** In this position, you will be confronted with crisis situations affecting the Native American community. These may be people that are unhoused or live in extreme poverty, are dealing with sexual violence and/or domestic violence, may be sex trafficked, current sex workers, or in active addiction or receiving treatment. This may also include the staff you work with. MIWRC encourages anyone applying for this position to have a healthy self-care plan and a support system.

### REQUIRED QUALIFICATIONS:

- Experience working with American Indian women and families

- Knowledge and understanding of systems of violence and trauma, including inter-generational effects of historical trauma.
- Knowledge of the Indian Child Welfare Act and the Minnesota Family Preservation Act is required.
- Knowledge of current social service systems (child protection services, county court systems).
- Must have a high school diploma
- At least three years' experience working with American Indian families, including one year working with child welfare related issues.
- Knowledge of the American Indian community and resources available in the community at large/experience working with a network of Indian service providers.
- Excellent interpersonal communication skills with the ability to actively listen
- Ability to effectively manage time/prioritize needs
- High level of organization and keen attention to detail
- Ability to work independently and as part of a team
- Must be willing to submit to and pass to DHS Criminal Background Study

*Other Qualifications:*

- A valid Driver's License or ability to gain a valid DL. (not required, but preferred.)

*Demonstrated ability to:*

- Maintain highly confidential and sensitive information.
- Ability to exemplify professional conduct and ethical standards.
- Provide effective communication: interpersonal and listening skills with clients and staff.
- Work in a cooperative team relationship with MIWRC agency staff and other agencies to coordinate client services and programming.
- Perform at a highly multi-tasking position and maintain professionalism under stressful situations.
- Effectively organize and present information in group settings to instill confidence and increase overall engagement.
- Ability to think strategically with strong ability to execute on plan.
- Ability to take initiative and be creative in developing solutions.
- High-energy individual with a positive outlook.
- Experience in managing multiple complex projects and processes

**DUTIES AND RESPONSIBILITIES:**

- Collaborate services to families involved in child protection to ensure that they receive culturally specific on-going support services from the on-set of court (this includes the development of family case plans and the coordination of services offered on case plan).
- Collaborate services and attend the monthly Mini-MUID meetings.
- Maintain standards of client record-keeping to track (active efforts) of families, counties and community agencies.
- Provide support services to American Indian families that come into office as walk-in referrals.

- Attend ICWA hold hearings of in-state tribes and facilitate case plan development meetings as necessary to involve the family, child protection system and any other services provider(s).
- Maintain standards of record-keeping and keep current on a daily basis.
- Conduct community networking services, consultation, and community education with participating counties and Indian agency personnel.
- Coordinator will be a part of the Family Stabilization team and participate at weekly team meetings.
- Organize, maintain data for completing quarterly ICWA reports to Minnesota Department of Human Services (State) that demonstrate progress, implementation, and accomplishments in a narrative format.
- Collaborate with other staff to provide appropriate support
- Follow all program, state and federal guidelines for timely process and documentation
- Other duties as assigned by the Vice President of Community Impact and Engagement and/or President/CEO

**REPORTING AND SUPERVISORY RESPONSIBILITIES:** The ICWA Collaborative Coordinator reports directly to the Director of Family Services and has no supervisory responsibilities.

**JOB CLASSIFICATION:** Regular; Full-time; Hourly; Non-Exempt

MIWRC is an equal opportunity employer.

Job Description Updated: 3/1/2023

My signature below signifies my understanding of the qualifications, essential responsibilities, and duties of the ICWA Collaborative Coordinator position:

\_\_\_\_\_

Name

\_\_\_\_\_

Date

*Please note this job description is not designed to cover or contain a comprehensive listing of all functions that are required of the employee for this job.*