

NATIONAL INDIAN CHILD WELFARE ASSOCIATION

Job Description Community Development Specialist

Position Title:	Community Development Specialist	FLSA Status:	Exempt, salaried
Supervisor:	Director of Programs and Policy	Classification:	Regular, Full-time, w/benefits
Salary:	\$44,990- \$55,000	Location:	Portland, Oregon
Department:	Program		

Position Summary:

The community development specialist for the National Indian Child Welfare Association (NICWA) is responsible for mobilizing and assisting tribal communities and programs to respond to the needs of tribal children. The position builds and maintains partnerships and networks resulting in resources to support children's mental health, child welfare, and the Indian Child Welfare Act (ICWA). The community development specialist has the overall responsibility of ensuring the coordination and management of the following specific responsibilities.

Primary Responsibilities:

- Plan and deliver training and technical assistance to tribal partners to support capacity building
- Develop and maintain relationships with tribal and urban communities
- Support the implementation of system of care framework
- Facilitate dialogue within and between communities - tribal, county, state
- Create materials and resources for tribal partners
- Foster collaboration and teamwork with family and youth engagement specialists
- Evaluate training and technical assistance effectiveness and tribal children's mental and child welfare programming
- Provide accurate, complete, and timely responses to requests for information regarding Indian child welfare and children's mental health resources
- Provide accurate, consistent, and professional information on the Indian Child Welfare Act (ICWA) and related practices, policies, and issues, including guidance on the correct implementation of ICWA
- Provides training and resources on how to be an effective advocate when interacting with child welfare agencies and courts
- Provides compassionate support, guidance, and information to individuals and families involved in the child welfare and children's mental health systems

Essential Functions:

- Ensures accurate, timely and effective consultation, coaching, technical assistance or training is provided to all requests from specific sites as well as agencies, clients, funders, and other NICWA staff on issues such as children's mental health, Indian child welfare, and substance abuse prevention and intervention
- Assesses, identifies needs, and finds effective technical assistance to design, develop, and implement systems of care to improve child welfare and children's mental health services and outcomes for children and youth and their families; ensures community development efforts are shaped by and responsive to the cultural context of the community being served
- Collaborates with family and youth engagement specialists to collectively deliver support, resources, training, or technical assistance to tribal partners
- Supports, builds, and maintains relationships with tribal, urban Indian communities, system of care partners, and NICWA consultants; facilitates dialogue and capacity building in tribal communities through

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emails, phone calls, or onsite visits; creates opportunities for peer-to-peer networking, connecting, or sharing of tribal best practices

- Assists in the design, development, and implementation of project evaluation, monitors effectiveness of technical assistance and training with current project recipients; and maintains evaluation records. Uses NICWA's database to track information about information and services provided
- Creates and disseminates written materials to tribal partners such as newsletters, fact sheets, or resource guides, best practice tools, articles, and proposals; develops presentations, curriculum, trainings, or workshops on the topics of children's mental health, child welfare, substance abuse, ICWA, prevention, intervention, or systems of care
- Collects and maintains records, summaries, and reports of interactions with tribal partners regarding goal setting, technical assistance plans, or consultation
- Provides effective consultation, information, and referral services to people contacting NICWA regarding the Indian Child Welfare Act and related ICW issues, including providing specialized support and materials to help families and community members navigate the child welfare system, access meaningful services, and advocate for their relatives
- Provides orientation and training on the Indian Child Welfare Act and related issues to states, courts, tribes, and families at conferences, institutes, meetings, etc., in a professional manner
- Develops and implements ICWA-related products and/or reports included as deliverables in service contracts, grants, or memorandums of agreement, ensuring effective work relationships and communication networks with partners and collaborating agencies

Additional Responsibilities:

- Perform other duties and assignments as directed.
- Participate in NICWA activities and teams as required.

Supervision:

This position works under the direct supervision of the director of programs and policy.

This position has no supervisory responsibilities.

Standards of Conduct:

- Models ethics, integrity, and accountability
- Exercises sound judgement
- Adheres to accuracy and quality standards
- Contributes to NICWA's learning community
- Manages workload effectively
- Manages adversity
- Develops strategic perspectives
- Displays professional effectiveness
- Promotes NICWA's mission, vision, philosophy, and goals
- Builds organizational knowledge
- Maintains constituent focus and builds constituent knowledge
- Champions change
- Builds relationships
- Communicates effectively and powerfully

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- Demonstrates cultural competence, treating all people including NICWA board of directors, elders, and tribal people with dignity and respect
- Fosters collaboration and teamwork
- Inspires and motivates others to high performance
- Abides by NICWA policies, procedures, and organizational structure

Qualifications:

- Bachelor's Degree in social work, public administration, or a related human services field is required. Master's Degree is preferred.
- Three or more years of social work practice, preferably developing community programs, building and maintaining relationships through providing meaningful and effective training and technical assistance using culturally based methods
- Strong knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, and tribal government structures
- Demonstrated knowledge, experience, and ability to manage projects, using skills and tools to organize project work involving competing deadlines and to balance internal and external demands
- Demonstrated knowledge and experiences of child-serving systems (children's mental health, circles of care/systems of care, and systems change) work in tribal/urban Indian communities, tribal administration, and related areas
- Demonstrated knowledge and application of the Indian Child Welfare Act and its legal and practical applications and implications for children, birth families, extended families, foster parents, tribal and governmental officials
- Knowledge, experience, and ability to meet with, solicit cooperation of, and communicate effectively with people at various levels, e.g., clients, program directors, tribal representatives, trainers, consultants, etc.
- Knowledge, experience, and ability to act as a broker of services using skills such as negotiating, mediating, and consensus building
- Demonstrated knowledge, experience and ability to work with little to no supervision in communities, and consistently exercise discretion and independent judgement
- Demonstrated knowledge, experience, and ability to communicate through oral presentations in settings at the national, regional, and community level, as well as in tribal settings to different types of audiences in an effective and timely manner
- Demonstrated knowledge, skills, experience facilitating group discussions, meetings and trainings
- Demonstrated knowledge, experience, and ability to actively cooperate in a team environment, both in leadership and peer relations, and motivate others to do the same
- Excellent interpersonal, communication (including listening, writing, speaking), customer service, and time management skills essential
- Proficiency with operating a variety of office equipment and computer hardware/software applications specifically Microsoft Office products is required
- Possesses strong proofreading and grammatical skills with attention to detail
- Ability to analyze and problem-solve

Travel Requirements:

Ability to travel up to approximately 50% of work year.

Physical Demands:

Frequently involves sedentary work: exerting up to 30 pounds of force and a negligible amount of force to lift,

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carry, push, pull, or otherwise move objects, including the human body.

Physical Requirements:

Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Often requires standing and sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using legs, feet, arms, and hands. Occasionally requires stooping, which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

Typical Working Environmental Conditions:

The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Disclaimer:

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of all personnel so classified.