



**Mashpee Wampanoag Tribe**  
**483 Great Neck Rd. P.O. Box 1048 Mashpee, MA**  
**02649**  
**Phone (508) 477-0208 Fax (508) 477-1218**

**Job Title:** Child Welfare ICWA Director

**Department:** Social Services/ICWA

**Hours:** 35hrs per week

**Reports To:** Office Manager

**Salary:** \$57,500.00 – \$65,000.00 (compensation commensurate with experience)

**Benefits:** 75/25 Health and 50/50 Dental, earned vacation & sick time, paid holidays

**Application Deadline:** February 5, 2010

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**Summary:** Aids the Tribe and parents with child rearing problems and children and youth with difficulties in social adjustments in compliance with the Indian Child Welfare Act by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Investigates home conditions to protect children from harmful environment

Evaluates children's physical and psychological makeup to determine needs

Refers child and parent or guardian to community resources according to needs of child

Evaluates foster home environmental factors and personal characteristics of adoption applicants to determine suitability

Places and is responsible for children and their well-being in foster or adoptive homes, institutions, and medical treatment centers.

Acts as counselor to children and parents, guardians, foster parents, or institution staff, concerning adjustment to foster home situation, plans for child's care, interactional behavior modifications needed, or rehabilitation

Places children in adoptive homes and counsels adoptive parents pending legal adoption

Provides service to unmarried parents, including care during pregnancy and planning for child

Maintains case history records and reports

Interviews clients for purpose of screening to determine eligibility for services

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data.

Customer Service - Manages difficult or emotional customer situations; Responds to requests for service and assistance.

Interpersonal - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations.

Written Communication - Writes clearly and informatively; Presents numerical data effectively.

Diversity - Shows respect and sensitivity to Tribal citizens and its culture.

Ethics - Works with integrity and ethically.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Adaptability - Adapts to changes in the work environment.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Commits to long hours of work when necessary to complete task.

Judgment - Exhibits sound and accurate judgment.

Professionalism - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Bachelor's degree (B.S.) from four-year College or university with a concentration in human services; or two to three years related experience and/or training; or equivalent combination of education and experience.

**Language Ability:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

**Math Ability:**

Ability to add, subtracts, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should be proficient in the use of Microsoft Word, Excel and Outlook.

**Certificates and Licenses:**

Must have be certified in CPR/First Aid or obtain certification within 90 days of hire and must possess a valid Drivers License.

**Supervisory Responsibilities:**

Directly supervises two employees in the Social Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms.

**Additional Requirements:**

Successful candidate must submit to and pass a comprehensive background check, willing to travel locally and for training and must have reliable transportation.

**Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472)**