

Houlton Band of Maliseet Indians
Job Description

Job Title: Family Support Assistant, ICWA
Status: Part-Time 30 hours per week – Continuous employment is based upon funding.

Supervised by: ICWA Director

Role: Family support workers provide assistance and guidance to children and families in need.

Position Responsibilities: Some aspects of this position may change over time, according to funding requirements and Tribal needs.

1. Providing social services and assisting with the promotion of physical well-being and mental health.
2. Assist the ICWA Director in; Assessments, Education, Referrals, Supervised Visits, Court Proceedings, and Mandated Reporting.
3. Assist the ICWA Director in maintaining Child Welfare Cases
4. Assist children/ families in dealing with; substance abuse, mental or physical illness, poverty, unemployment, or physical abuse with awareness of Tribal customs, cultural competence and historical trauma.
5. Maintain strict adherence to confidentiality and the Privacy Act of 1974 and Health Information Privacy Portability Act (HIPPA)
6. Research options for; support groups, activity groups, recovery groups, etc.
7. Perform other duties as requested.

Minimum Qualifications:

- Minimum of Associates Degree
- Background in Social Work or related field.
- Two or more years of experience in a similar position.
- Valid Maine State Driver's license and have reliable transportation.
- Excellent communication/organizational skills.
- Pass Federal and State Criminal Background Check.