

HOULTON BAND OF MALISEET INDIANS
Job Description

Family Support Assistant, ICWA

STATUS: Part time, 30 hrs. Continuous employment depending on funding.

SUPERVISED BY: ICWA Director

SALARY RANGE: \$14.15-\$17.79

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

POSITION RESPONSIBILITIES:

- Providing social services and assisting with the promotion of physical well-being and mental health.
- Assist the ICWA Director in; Assessments, Education, Referrals, Supervised Visits, Court Proceedings, and Mandated Reporting.
- Assist the ICWA Director in maintaining Child Welfare Cases
- 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.
- Maintain strict adherence to confidentiality and the Privacy Act of 1974 and Health Information Privacy Portability Act (HIPPA)
- Research options for; support groups, activity groups, recovery groups, etc.
- 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 DHHS, Federal and State Criminal Background Check, and urine drug screen.