

HOULTON BAND OF MALISEET INDIANS

Position Description

**Indian Child Welfare Case Manager**

**STATUS:** Full Time 1-Year (depending on funding), 40 hours per week

**SALARY:** \$32.21-\$34.62

**SUPERVISED BY:** ICWA Director

**ROLE:** Under the supervision of the ICWA Director. The ICWA Case Manager is responsible for case management, program development and to uphold the integrity of the Indian Child Welfare Act.

**POSITION RESPONSIBILITIES:**

1. Assists in the development, evaluation and implementation of new programs to meet the needs of the Tribal community that fall within the scope of the grant.
2. Work closely with the ICWA Director to ensure that the program operates to achieve the goals and objectives of the grant.
3. Recruit and retain Maliseet Foster homes.
4. Work closely with the DHHS to license Maliseet foster homes.
5. Provide consultation to the ICWA attorney.
6. Act as an expert witness in court cases.
7. Attend and oversee supervised client visits.
8. Create and maintain client files.
9. Maintain strict confidentiality and adhere to the Privacy Act of 1974.
10. Attend required meetings and trainings.
11. Provide 24 hour coverage in rotating schedule with ICWA Director.
12. Other duties assigned by the ICWA Director.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Social Services or other Human Services related field.
- Previous experience with Native American clients preferred.
- Consent to an FBI criminal background investigation.
- Abide by the standards in the NASW Code of Ethics.
- Excellent Verbal and Written communication skills.
- Ability to travel in and out of the State of Maine.
- Valid driver's license.

## RESPONSIBILITY FOR SAFETY AND HEALTH:

Every employee is responsible for safety and the prevention of accidents and injuries.  
Successful job performance depends on attention to safety issues.

### Physical Requirements:

Bending	N
Carrying	N
Driving	O
Handling	O
Hearing	F
Keyboarding	F
Kneeling	N
Reaching	N
Sitting	F
Standing	O
Talking	F
Walking	O
Lift/Carry	N
Push/Pull	N

N (not applicable)

O (Occasionally) up to 2 hours per day

F (Frequently) 2-6 hours per day

C (Constantly) over six hours per day

Application are available for download at our web site [maliseets.net](http://maliseets.net), at the front desk of the Administration Building or have one mailed to you by contacting the HR Coordinator at 532-4273 or e-mail [hr@maliseets.com](mailto:hr@maliseets.com). If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.

**Applications will be accepted until close of business January 27<sup>th</sup>, 2026**

### TO APPLY:

Submit an application to:  
Houlton Band of Maliseet Indians  
Attn: Jessica Huff  
88 Bell Road  
Littleton, Maine 04730

**The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.**

