



# TRIBAL LAW AND POLICY INSTITUTE

*Serving Native Communities Since 1996*

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Tribal Court Clearinghouse ~ [www.TLPI.org](http://www.TLPI.org)

Tribal Law and Policy Institute ~ [www.home.TLPI.org](http://www.home.TLPI.org)

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Uno Lawthong

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## **JOB ANNOUNCEMENT**

**Job Title:** Tribal Child Welfare and Permanency Planning Specialist

**Location:** Remote/Telework

### Job Summary

The Capacity Building Center for Tribes (CBCT) is a program within the Tribal Law and Policy Institute (TLPI). TLPI is responsible for overall programmatic and financial grant management of the Tailored Services to tribes through the CBCT. The CBCT works in partnership w tribes to build capacity of tribal child welfare programs.

The Tribal Child Welfare and Permanency Planning Specialist is guided by the CBCT Project Director and the Tribal Law and Policy Institute leadership team. This position is a full time, exempt position responsible for a range of duties involving the delivery of capacity building services for Tribal child welfare systems. The responsibilities of the Tribal Child Welfare and Permanency Planning Specialist includes working with federal partners and CBCT teams to build supports and improvements for tribes receiving Title IV- b and Title IV-e funding. This position is collaborative in nature, and work is provided as a part of the Tailored Service Area of the CBCT.

### Salary

Salary depends on qualifications and available funding. Excellent benefits package, including health/dental/vision and retirement.

### Duties and Responsibilities

The Tribal Child Welfare and Permanency Planning Specialist, through utilization of time management skills, completes tasks with limited oversight, provide capacity building assistance to tribes while regularly consulting with the Tailored Services Projects Director, and the Tailored Services Manager.

- Provide direct assistance, coaching and consultation on an array of child welfare topics to tribal child welfare program staff.
- Assistance includes outreach, assessment, work planning and project implementation, utilizing a specific Children's Bureau-approved approach to service delivery.
- Conduct presentations at local, regional, national and federal child welfare serving agencies; other constituencies, and general public, accomplished through site visits; email; correspondence; webinars, and conference calls.
- Represent the Center for Tribes at national and state conferences, forums or other events.
- Responsible for training or co-training delivery on any of the following topics: Indian Child Welfare Act, family group decision making, differential response, supervision, family engagement, fatherhood, cultural competency, safety and risk foster parenting, etc.

- Respond to internal and external client needs in a timely, accurate and professional manner.
- This position will require up to 50% travel both regionally and nationally.

### **Supervisory Responsibilities**

- Limited oversight of the Center consultants related to projects under this position's involvement in capacity building assistance.

### **Qualifications**

#### **Education and/or Experience**

*Required:* Bachelor's degree in Social work, or Native American Studies, or other applicable advanced degree; previous experience with Tribal child welfare issues; background in training and technical assistance; experience providing programming for tribal audiences. Substantial experience (five + years) with Tribal child welfare programs, Indian Child Welfare Act program management, other Tribal work may be substituted for formal education.

*Strongly preferred:* Master of Social Work with a practicum in tribal child welfare. Minimum of two (2) years of direct service experience working as a service provider for Tribal child welfare systems, tribal children's mental health, or social services program.

#### **Language/Writing Skills**

*Required:* Demonstrated ability to communicate in writing in a sensitive manner with tribal child welfare staff, tribal governance, and federal partners. Must possess strong written communication skills, including excellent grammar, spelling, and proofreading skills.

*Preferred:* Experience in development of training materials, including training manuals, compilation of research, grant and other types of reports, basic business correspondence. Ability to read and interpret documents such as statutes, law enforcement reports, government or agency regulations and case law.

#### **Communication/Presentation Skills**

*Required:* Must possess strong oral communication skills. Demonstrated ability to communicate effectively in various venues, including but not limited to in-person, virtual, and recorded meetings or presentations in a sensitive manner with Tribal representatives and a variety of audiences.

#### **Reasoning Ability**

*Required:* Ability to solve practical problems as well as address the complex challenges related to working within Tribal communities on tribal child welfare issues; also understanding and dealing with state and federal agencies.

*Preferred:* Basic knowledge of federal Indian law and tribal law. Creativity, problem-solving, and a sense of humor are benefits in this position.

#### **Organizational Skills**

*Required:* Must be a highly organized and self-motivated individual with the ability to work independently. Must be able to exercise initiative and effectively handle multiple priorities simultaneously, work cooperatively in a team environment, and complete assigned tasks in a timely manner.

#### **Other Skills and Abilities**

*Required:* Proficient and/or demonstrated ability to learn a wide range of computer software- such as Office Word, Outlook, SharePoint, Access, Excel, and others. Must be willing to travel, as needed.

**How to Apply**

Submit a cover letter, resume, three references, and at least two (2) writing samples to:

[JobOpenings@TLPI.org](mailto:JobOpenings@TLPI.org).

Questions regarding this job announcement should be directed to this email address.

**Application deadline: Until filled**

The Tribal Law and Policy Institute is an equal opportunity employer. Tribal citizens, women, and persons of color are encouraged to apply.