



NICWA

National Indian Child Welfare Association
Protecting Our Children • Preserving Our Culture

POSITION ANNOUNCEMENT: DIRECTOR OF CHILD WELFARE

The National Indian Child Welfare Association is dedicated to the well-being of American Indian and Alaska Native children and families. We believe every Native child must have access to community-based, culturally appropriate services that help them grow up safe, healthy, and spiritually strong—free from abuse, neglect, sexual exploitation, and the damaging effects of substance abuse.

NICWA is a private, nonprofit, membership organization founded in 1983 and based in Portland, Oregon. Our members include tribes, individuals—both Native and non-Native—and private organizations from around the United States and Canada concerned with Native child and family issues. Together, our partners, board, and staff work to protect Native children and keep them connected to their family, community, and culture. Our next director of child welfare will ensure that: (1) training and technical assistance is provided in response to current and emerging issues to increase the capacity of tribal and urban Indian programs, and level of competence of child welfare, and other professionals serving Native children and families, (2) training and technical assistance materials and methods are professionally sound and culturally relevant, and (3) positive working relationships and partnerships with tribes and organizations are fostered.

The Opportunity

We are a culturally based organization with a focus on leading our work with Indigenous values. Our director of child welfare will serve as the primary NICWA trainer, providing tools and training to individuals who serve and strengthen Native children and families. The director of child welfare will work directly with family members, relatives, service providers, and court personnel by responding to emails and calls and providing compassionate social work support, information about navigating the child welfare system, information about the implementation of the Indian Child Welfare Act, and referrals for services for Native families and children. The director of child welfare will also ensure the provision of accurate, timely, and effective technical assistance services, such as assessment, consultation, training, and development of program services. They will have the opportunity to impact Native communities by ensuring services and trainings are shaped by the communities we serve and culturally relevant. We are providing virtual training delivery during the COVID-19 pandemic, but the position will include travel to communities we serve when it is safe to do so.

We are a well-regarded national organization with strong leadership, deep roots locally in the Pacific Northwest, and strong relationships with local tribal communities as well as tribes nationwide. We have a strong track record of culturally responsive trainings and an engaged board of directors who help shape our work. We have a highly collaborative workplace. The way we do our work is just as important to us as the quality and outcomes of our work, and we invest in our employees and our organizational culture.

Candidate Profile

NICWA seeks a leader who is passionate about the well-being of American Indian and Alaska Native children and families and hopes to use their training and technical assistance expertise to contribute to our mission. This leader will have a passion for working for Native children and families, strong writing skills and a love of learning. Our new director of child welfare will have strong relational skills, with experience and expertise in working with different communication styles and the ability manage adversity to strengthen relationships. This position will be an excellent fit for individuals with a passion for teaching, facilitating, and working with community driven practice. Our new director of child welfare will have a strong work ethic and will be flexible and mission driven in the types of work they perform.

Key Skills, Attributes, and Areas of Expertise

- **Leadership and Vision-** The director of child welfare will have experience in training or technical assistance, with attention to cultural responsiveness and supporting leadership growth.
- **Knowledge-** The director of child welfare will respond to requests for information with compassionate social work support, information, and referrals to telephone and email requests for information from family members, relatives, service providers, and court personnel about navigating the child welfare system, implementation of the Indian Child Welfare Act, and services for Native families and children.
- **Relationships-** The director of child welfare will build, maintain, and leverage strong and sustainable relationships with professional colleagues and community members.

Qualifications

- Has a master's degree in social work, social services, or a related human services field and at least seven to ten years of experience in the field or equivalent specialized experience.
- Strong knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, tribal government structures, and urban Indian organizations.
- Has knowledge of the Indian Child Welfare Act, and its implications for policy and practice.
- Has knowledge of how to direct, coordinate, and implement an effective and culturally competent comprehensive social services program with expertise in Indian child welfare and working in Indian Country.
- Has skill in working in interagency and intergovernmental relationships, showing ability to act as effective liaison between staff, upper management, and other departments.
- Has ability to meet with, solicit the cooperation of, and effectively work with tribal councils, boards, individuals, and public and government agencies.
- Demonstrates use of strong facilitation skills.
- Has skill in interpersonal relationships, showing sensitivity, empathy, and sense of fairness to the needs and opinions of others.

NICWA is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, sex, disability, veteran, or any protected status. If you are interested in the position, but do not meet all qualifications, please feel free to apply, and identify support you would need in your cover letter.

To learn more about this position, organizational culture, and benefits of working for NICWA, please join our webinar entitled "Job Opportunities at NICWA" on Tuesday, February 15, 2022 at 11:00 a.m. PST.

Please register at https://us02web.zoom.us/webinar/register/WN_M3Cwje6aSgSLak_P-ZAQ1g

To Apply

Complete application materials include: a cover letter, resume, and NICWA's employment application (which can be found at <https://www.nicwa.org/employment/>). Please submit completed application materials to Lindsay Early at lindsay@nicwa.org by February 21, 2022.

Paper application materials may be mailed to:
NICWA Human Resources Department
5100 S Macadam Avenue, Suite 300
Portland, OR 97239

NATIONAL INDIAN CHILD WELFARE ASSOCIATION

Job Description—Director of Child Welfare

Position Title: Director of Child Welfare
Supervisor: Director of Government Affairs
and Advocacy
Department: Program

FLSA Status: Exempt, salaried
Classification: Regular, full-time
Location: Portland, Oregon
Salary: \$108,656- \$126,255

Position Summary:

The director of child welfare of the National Indian Child Welfare Association (NICWA) is responsible for empowering and supporting Native communities to improve the lives of their children and families. This challenging and rewarding position has overall responsibility for the management and delivery of multiple programs, grants, and contracts and must carry out the following specific responsibilities:

Primary Responsibilities:

- **Management:** Coordinates the development of program workplans, timelines, and budgets for proposed projects. Ensures sound management of the program's services and administrative duties, including implementation of the program's work in accordance with organizational goals and objectives, grants and contracts requirements, financial requirements, and interagency planning and relationships. Ensures high quality, timely services to meet deliverables in contracts, grants, and programs. Serves as a member of the management team, and through a shared leadership approach, provides organizational leadership in areas of functional responsibility.
- **Technical Assistance:**
 - Ensures the provision of accurate, timely, and effective technical assistance services, such as assessment, consultation, training, and development of program tools, to all requests for technical assistance from specific grants, contracts, and partnerships.
 - Ensures that services provided by this position are shaped by and responsive to the communities served as well as culturally appropriate.
- **Training Activities:** In partnership with the director of events and training, NICWA staff, and consultants, ensures that training is provided in response to current and emerging issues to increase the level of competence of child welfare and other professionals serving Native children and families; that training materials and methods are professionally sound and culturally relevant, and that effective working relationships and partnerships with tribes and organizations are fostered. Serves as the primary NICWA child welfare trainer.
- **Requests for Information:** Responds with compassionate social work support, information, and referrals to telephone and email requests for information from family members, relatives, service providers, and court personnel about navigating the child welfare system, implementation of the Indian Child Welfare Act, and services for Native families and children.
- **Quality Assurance:** Ensures continuous quality assurance and improvement of program and project activities.
- **Supervision:** Directly supervises personnel activities for community development staff.

Essential Functions:

- Serves as a member of the management team, leads the staff program team, and staffs the board of directors program committee.
- Maintains current management and reporting tools that inform the management team and executive director on the status of existing and potential programs, projects, grants, and contracts on an ongoing basis.
- Maintains effective relationships with funders and project officers involved in projects and cultivates new relationships with staff of funders and partners in potential projects.
- When grants or contracts are awarded, oversees implementation of project activities, and consistently monitors the progress and delivery of program work, taking appropriate and timely corrective action when needed with work plans, service delivery and project spending,

NATIONAL INDIAN CHILD WELFARE ASSOCIATION

Job Description—Director of Child Welfare

coordinates the development of required progress reports, and ensures that content is accurately recorded and submitted meeting deadlines.

- Coordinates with the fiscal manager to manage the administrative activities of contracts, ensuring that fiscal and reporting requirements are met according to contract specifications.
- Supervises program staff, including orientation, training, hiring, promotions, disciplinary actions, merit awards, salary increases, leave approvals, performance coaching, and appraisals to NICWA standards.
- Facilitates supportive and effective partnerships and collaborative relationships with recipients of technical assistance for child welfare services and other related topics, such as tribal communities and programs, and ensures that the needs and the solutions to meet those needs are appropriately assessed, identified, shaped by, and responsive to the community, building confidence and ownership of the solutions, and are culturally relevant.
- Facilitates identification of and access to resources to meet a program or community's child welfare needs, such as funding, partnerships, systems development, operations, evaluation, intergovernmental relationships, and staff development.
- Coordinates the technical assistance and training efforts in the program's contracts and partnerships, with timely response to requests, appropriate assessment of need, recommended consultation/training, development of program tools, and follow-up activities, also ensuring appropriate and timely communication with contract officers and partners regarding activities and joint efforts.
- In partnership with the director of events and training NICWA staff, and consultants, supports the coordination of training opportunities, such as development of training topics, curriculum design, and training delivery strategies to continuously provide the best resources for child welfare and other professionals serving Native children and families to provide effective, culturally relevant services. Serves as the primary NICWA child welfare trainer, conducting 10–20 trainings per year virtually and in-person when it is safe to do so
- Coordinates site planning for provision of child welfare technical assistance and training and other meetings related to projects, including preparation of agenda and meeting/conference flyers and coordination of registration, presenters, evaluation process, and reports.
- Administers the program's grants and contracts, ensuring accountability and quality control—that services/deliverables are performed according to approved scope of work and timelines, and sound budget and fiscal management of all program resources is maintained—and authors a variety of written materials, including grant/contract/other program reports, technical assistance documents, curriculum, articles, proposals, etc., in a professional and timely manner.
- Carries financial authority as approved by the board of directors and executive director to obligate funds, negotiate, and sign off on program supplier contracts and interagency agreements; such authority also includes participation in finalizing program budgets, and ongoing financial monitoring as outlined in the organization's financial procedures manual.
- Monitors new and potential challenges, trends, and promising practices in Indian child welfare and child welfare generally, supports NICWA's capacity to respond to emerging issues, and promotes community awareness of these issues by making or arranging for presentations to conference and meeting audiences in a professional manner.
- Ensures NICWA's evaluation process is implemented for all program services, including specific requirements outlined in grants or contracts, ensuring that high-quality services were provided in accordance with NICWA's established quality assurance standards.
- Collaborates with other program directors to strategize and develop, secure resources for, implement core work that supports, and evaluate an overarching theory of change for NICWA's program work.
- Collaborates with other program directors to define and clarify NICWA's core and future work while building capacity to deliver services at scale to a variety of audiences.
- Participates in planning and implementing the annual Protecting Our Children conference by providing the conference theme, workshop topics, and plenary presenters, and Champion for Native Children awardee.

NATIONAL INDIAN CHILD WELFARE ASSOCIATION

Job Description—Director of Child Welfare

- Ensures that the board of directors, executive director, and other staff are kept abreast of related program information in a timely manner.

Additional Responsibilities:

- Perform other duties and assignments as directed.
- Participate in NICWA activities and teams as required.

Supervision:

This position works under the direct supervision of the director of government affairs and advocacy. This position provides supervisory responsibilities to community development staff.

Standards of Conduct:

- Models ethics, integrity, and accountability
- Exercises sound judgement
- Adheres to accuracy and quality standards
- Contributes to NICWA's learning community
- Manages workload effectively
- Manages adversity effectively
- Develops strategic perspectives
- Displays professional effectiveness
- Promotes NICWA's mission, vision, philosophy, and goals
- Builds organizational knowledge
- Maintains constituent focus and builds constituent knowledge
- Champions change
- Builds relationships
- Communicates effectively and powerfully
- Demonstrates cultural competence, treating all people with dignity and respect
- Fosters collaboration and teamwork
- Inspires and motivates others to high performance
- Abides by NICWA policies, procedures, and organizational structure
- Supervisors are expected to:
 - Staff effectively, utilize talent, and empower staff
 - Foster a culture of continuous improvement and offer recognition and rewards as appropriate

Qualifications:

- Has a master's degree in social work, social services, or a related human services field.
- Has at least seven to ten years of experience in the field or equivalent specialized experience and at least five years of general supervisory experience.
- Strong knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, and tribal government structures.
- Has knowledge of the Indian Child Welfare Act, and its implications for policy and practice.
- Has knowledge of how to direct, coordinate, and implement an effective and culturally competent comprehensive social services program with expertise in Indian child welfare and working in Indian Country.
- Has skill in working in interagency and intergovernmental relationships, showing ability to act as effective liaison between staff, upper management, and other departments.
- Has ability to meet with, solicit the cooperation of, and deal effectively with tribal councils, boards, individuals, and public and government agencies.

NATIONAL INDIAN CHILD WELFARE ASSOCIATION

Job Description—Director of Child Welfare

- Demonstrates use of high-level facilitation skills.
- Has skill in interpersonal relationships, showing sensitivity, empathy, and sense of fairness to the needs, experiences, and opinions of others.
- Enjoys supervising staff working in a team environment, with specific emphasis on ability to supervise staff to foster contentment, motivation, and competency and to advocate on behalf of their needs.
- Acknowledges progress and positive efforts and demonstrates a willingness to resolve conflicts quickly and effectively.
- Demonstrates understanding of the planning process and its use as an effective management and project management tool.
- Must have ability to organize multiple tasks and/or projects while working under strict deadlines.
- Demonstrated knowledge, experience, and ability to actively cooperate in a team environment, both in leadership and peer relations, and motivate others to do the same.
- Excellent interpersonal, communication (including listening, writing, speaking), customer service, and time management skills essential.
- Proficiency with operating a variety of office equipment and computer hardware/software applications; specifically, Microsoft Office products are required with the ability to capably use other software such as Zoom and Smartsheet.
- Has ability to analyze and problem-solve.

Travel Requirements:

This position will travel approximately 25%-30% of work year.

Working Environment:

This role operates in an office environment, and routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as exhaustive; duties, responsibilities, and activities may change with or without notice.

NICWA is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, sex, disability, veteran, or any protected status.

To Apply:

To learn more about this position, organizational culture, and benefits of working for NICWA, please join our webinar entitled "Job Opportunities at NICWA" on Tuesday, February 15, 2022, at 11:00 a.m. PST.

Please register at https://us02web.zoom.us/webinar/register/WN_M3Cwje6aSgSLak_P-ZAQ1g

Complete application materials include: a cover letter, resume, and NICWA's employment application (which can be found on the Employment Opportunities page of our website:

<https://www.nicwa.org/employment/>)

Please submit completed application materials to lingsay@nicwa.org by February 21, 2022. Paper applications can be mailed to: 5100 S Macadam Avenue, Suite 300, Portland, OR 97239