

CHEYENNE RIVER SIOUX TRIBE  
INDIAN CHILD WELFARE/CHILD & FAMILY SERVICES  
ADMINISTRATIVE ASSISTANT

DESCRIPTION OF WORK

General Statement of Duties: Increases the Cheyenne River Sioux Tribe's, Indian Child Welfare and Child and Family Services capabilities of providing a more accessible, effective and diversified Child Welfare System to Tribal Members.

Supervision Received: Works under the direction of the Indian Child Welfare Director.

Supervision Exercised: As assigned by the Indian Child Welfare Director.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Provides and promotes opportunities for family rehabilitation through teaching skills necessary to allow the family to function as a healthy family unit. Identify community resources to assist the family. Encourages and promotes family's involvement in community functions.

The wrap around process methodology to support family wellbeing will be utilized and documented step by step in a log for each assigned family. Documentation will be required for all services provided, progress and family problems encountered.

Attends meetings, in service trainings, and other workshops as directed by the program.

Tracks and records a cuff account for ICWA and CFS programs.

Admin. Asst. will be responsible for general office duties; filing, typing, travel requests, mail handling, etc.

Appears in court proceedings and if necessary provide expert witness testimony in ICWA cases.

Transports children and clients as necessary within program guidelines.

Facilitates parenting classes as needed.

Files monthly progress reports to the ICWA Director.

Attends all ICWA Board Meetings.

Other job related duties as assigned.

## MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must possess a working knowledge of social service principles, methods and techniques. Possesses a general knowledge of state, federal, and tribal programs and legal issues. Must possess the ability to maintain a working relationship with officials and other agencies including the general public. Must possess a working knowledge of the ICWA program and how it affects CRST population. Must have knowledge of book keeping, filing, computer word programs and office equipment skills. Must be able to effectively communicate with children and adults.

Education: High School graduate or GED required and required knowledge of counseling skills in experience or willing and able to learn.

Experience: One (1) year experience in book keeping with course work and accounting skills.

Special Requirements: Must be processed through the South Dakota central registry for reported Child Abuse and Neglect. Must take and pass a T.B. test prior to employment. Must possess a working telephone and valid driver's license. Must live a clean and healthy lifestyle without the use of mind altering chemicals. A sobriety statement must be provided with application.

Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR.

Revised Date: 08.04.2015