

NATIONAL INDIAN CHILD WELFARE ASSOCIATION

Job Description Community Development and Government Affairs Fellow

Position Title: Community Development and Government Affairs Fellow

FLSA Status: Non-exempt, Hourly

Classification: Temporary, Full-time

Supervisor: Director of Child Welfare

Location: Portland, Oregon

Department: Program

Salary: \$55,373- \$73,160

Position Summary:

The community development and government affairs fellow for the National Indian Child Welfare Association (NICWA) is responsible for mobilizing and assisting tribal and urban Indian communities and programs to respond to the needs of American Indian/Alaska Native children and families through efforts to improve public policy and programs at the tribal, state/county, and federal levels to support effective services for the general well-being of Native children and families.

The position will build organizational knowledge and support effective partnerships and networks, resulting in improved public policies, funding, and other resources to support child welfare and related supportive services and proper implementation of the Indian Child Welfare Act (ICWA). This position will work remotely on Mondays and Fridays, and report to our Portland, Oregon office Tuesday-Thursday.

Primary Responsibilities:

- Develops and maintains relationships with tribal and urban Indian communities
- Facilitates dialogue within and between governments—tribal, county, and state
- Creates materials and resources for tribal partners
- Participates in the planning, delivery, and evaluation of effectiveness of child welfare training and technical assistance
- Builds capacity to be an effective advocate when interacting with child welfare agencies, courts, and policymakers
- Ensures that constituents and partner organizations receive policy updates and information regarding the needs and strengths of Native children, families, and communities

Essential Functions:

- Helps to plan and deliver accurate, timely, and effective consultation, coaching, technical assistance or training in response to requests from the field on child welfare and related supportive services
- Learns to use NICWA frameworks and tools to assess, identify needs, and provide effective technical assistance to meet the needs of Native children and families; ensures community development efforts are shaped by and responsive to the cultural context of the community being served
- Supports, builds, and maintains relationships with tribal and urban Indian communities and partners; facilitates dialogue and capacity building in tribal communities through emails, phone calls, or onsite visits; participates in creating opportunities for peer-to-peer networking, connecting, or sharing of tribal best practices
- Creates and disseminates written materials and oral presentations of information in coordination with the NICWA government affairs and advocacy director to tribal and non-tribal partners, constituents, advocates, and NICWA board members such as newsletters, testimony, policy analysis, briefing papers, resource guides, best practice tools, articles, and proposals; develops presentations, curriculum, trainings, or workshops on the topics of child welfare, ICWA, and related child welfare services

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- Tracks and analyzes legislative, administrative, and funding policies that impact Native children, families, and communities; supports NICWA's position and response to these policies
- Develops and provides training and technical assistance to federal, state, and private agencies related to effective service provisions for Native children and families, and the creation and maintenance of effective relationships with tribal governments and urban Indian communities

Additional Responsibilities:

- Performs other duties and assignments as directed
- Participates in NICWA activities and teams as required

Supervision:

This position works under the direct supervision of the director of child welfare. This position has no supervisory responsibilities.

Core Competencies:

- 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
- 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
- Fosters collaboration and teamwork
- Inspires and motivates others to high performance
- Abides by NICWA policies, procedures, and organizational structure

Qualifications:

- Master's degree in social work, public administration, public policy, or a related human services field is required
- Two or more years of social work practice (can include practicum/internship), preferably developing child welfare or related human service programs, building and maintaining relationships, creating networks of partners and allies, and providing meaningful and effective training and technical assistance using culturally based methods
- Strong knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, and tribal government structures
- Demonstrated knowledge, experience, and ability to manage projects, using skills and tools to organize project work involving competing deadlines while balancing internal and external demands
- Knowledge, experience, and ability to meet with, solicit cooperation of, and communicate effectively with people at various levels, e.g., clients, program directors, tribal representatives, trainers, consultants, etc.

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- Demonstrated knowledge, experience, and ability to communicate through oral presentations to different types of audiences in an effective and timely manner
- Demonstrated knowledge, skills, experience facilitating group discussions, meetings, and trainings
- 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 is required
- Possesses strong writing and grammatical skills with attention to detail

Travel Requirements:

Ability to travel up to approximately 15% 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.

Physical Demands:

Frequently involves sitting or standing for long periods of time. May require the ability to lift laptops, files, open filing cabinets, walking, bending, stooping or reaching. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation.

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:

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@nicwa.org. The position will remain open until filled, with the first round of review taking place April 21, 2023. Paper application materials may be mailed to:

NICWA Human Resources Department
5100 S Macadam Avenue, Suite 300
Portland, OR 97239