

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** Foster Care/Adoption Worker

**Reports to:** Child Protection Program Director

**Duties and Responsibilities:**

1. Recruit, study, evaluate, approve or deny adoption applications.
2. Place and supervise all legally available children in adoptive placements.
3. Council adoptive family prior to the finalization of adoptive placements.
4. Submit adoption petitions to Sisseton-Wahpeton Tribal Court and attend Court hearings on finalization of adoptions.
5. Responsible for determining financial eligibility of children legally available for adoption when subsidized adoption is being pursued.
6. Recruit, provide training, license, monitor and evaluate all tribally licensed foster homes.
7. Provide on-going training for all licensed foster homes.
8. Provide counseling to pregnant females considering adoption of their child.
9. All documentation will be completed on the FACIS Program.
10. Report to the Child Protection Director on a regular basis.
11. Must be available on a rotating basis for weekend on-call duties.
12. Must be available for one week day for on-call duties.
13. Parenting classes once qualified in training.
14. Maintain a case load of children that are long term, and emergency custody children until case can be transferred to Protective Service Worker.
15. Oversee PPRT (Permanency Plan Review Team)

**Minimum Acceptable Qualifications:**

1. B.A. degree in Human Services or related discipline or four (4) years experience in working with children and families.
2. Must have experience in working with casework and counseling methods.
3. Must have at least four (4) years experience in the delivery of family and children's social skills.
4. Any combination of (1-3)
5. Must be computer literate.
6. Must relate to Dakota Indian lifestyle.
7. Must posse a valid South Dakota Driver's license.
8. Must have excellent public relations skills.
9. Must have excellent writing skills.
10. Must live an alcohol and drug free lifestyle.

Approved by Cristal Heminger Date 6-30-17