

NATIONAL INDIAN CHILD WELFARE ASSOCIATION

POSITION TITLE: Community Development Specialist-Children's Mental Health
SALARY RANGE: \$47,000-60,000 Levels II and III
CLASSIFICATION: Program, regular, full-time, exempt
SUPERVISOR: Director of Community Development for Children's Mental Health and Youth Engagement
CLOSING DATE: May 5, 2014

RESPONSIBILITIES: The community development specialist for the National Indian Child Welfare Association is responsible for mobilizing and assisting Indian communities and programs to respond to the problems of Indian children. The following specific responsibilities must be carried out:

- Ensures that accurate, timely, and effective consultation and/or training is provided to all requests for technical assistance from specific sites as well as other agencies, clients, funders, and other NICWA staff on issues such as children's mental health, Indian child welfare, child abuse, and substance abuse prevention and intervention
- Supports tribal and urban Indian communities in assessing their identified needs and finding effective technical assistance to design, develop, and implement systems of care to improve mental health services and outcomes for children and adolescents with emotional disturbances and their families
- Ensures that the community development efforts made by this position are shaped by and responsive to the community served
- Ensures that community awareness on children's mental health issues is continuously promoted through written materials and/or public presentations

DUTIES

1. Responds to requests for technical assistance and training in issues related to systems change in children's mental health and Indian child welfare, appropriately assesses the need in partnership with the requesting community, coordinates and/or provides the consultation or training, and arranges follow up activities as needed in a timely fashion
2. Arranges consultants to provide technical assistance and training, negotiates scheduling and costs, coordinates their travel or makes sure arrangements are made for them, and maintains ongoing working relationship with each consultant
3. Coordinates site planning for provision of technical assistance and training and other meetings related to the projects, including preparation of agenda and meeting/conference flyers, and coordination of registration, presenters, evaluation process, and reports
4. Assists in the design, development, and implementation of project evaluations; monitors effectiveness of technical assistance and training with current project recipients; and maintains evaluation records
5. Regularly prepares reports and other documents as required by any contract
6. Authors a variety of written materials, including reports, fact sheets, best practice newsletters, PowerPoint presentations, technical assistance documents, curriculum, articles, proposals, etc., in a professional and timely manner
7. Makes presentations on children's mental health and systems change issues and provides child-related information to conference and meeting audiences in a professional manner
8. Works with director of community development for children's mental health and youth engagement to assess community need, create a scope of work for technical assistance or training, estimate cost for the proposed scope of work, and monitor monthly financial reports for current projects
9. Performs other duties as assigned, such as representing NICWA on various internal and external teams and committees and participates in development activities.

QUALIFICATIONS

1. Has demonstrated knowledge of children's mental health, Indian child welfare, the Indian Child Welfare Act, systems change work in tribal and urban Indian communities, and related areas
2. Has experience working in tribal communities and/or urban Indian settings
3. Has masters degree in social work, related human services field, or public administration and at least two years of experience in the field or equivalent specialized experience
4. At least two years of experience in the children's mental health field and knowledge about Circles of Care or Systems of Care preferred
5. Has the ability to work in NICWA's Portland, Oregon, office
6. Has strong organizational and administrative skills with an attention to detail
7. Has strong project management skills
8. Has strong knowledge of Indian culture; tribal governments; and tribal, state, and federal public social service systems, including policy and funding structures (i.e. Medicaid)
9. Has ability to work in a team environment, both in leadership and peer relationships
10. Has ability to meet with, solicit cooperation of, and deal effectively with people at various levels, e.g., clients, program directors, tribal representatives, trainers, consultants, etc.
11. Has demonstrated use of analytical and planning skills
12. Has ability to act as a broker of services using skills such as negotiating, mediating, and consensus building
13. Has demonstrated ability to communicate in a culturally competent fashion both orally and in writing in an effective, professional, and timely manner
14. Can capably operate a variety of office equipment, such as computer, photocopier, printer, etc.
15. Has a valid driver's license and access to a reliable vehicle for local and regional travel
16. Able to travel approximately 50% of work year

Salary: \$47-60K/year DOE, excellent benefit package. E-mail résumé, cover letter, six references, and salary history to Matt Scott at mScott@nicwa.org, fax to (503) 222-4007, or mail to NICWA, 5100 SW Macadam Ave, #300, Portland, OR 97239. Open until May 5, 2014.