

**Date Posted: 06/19/12**

**University of Houston  
Graduate College of Social Work  
JOB OPPORTUNITY POSTING**

**Job Title:** Community Development Specialist

**Employer/Agency:** National Indian Child Welfare Association

**Job Description:** 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 Indian child welfare, children's mental health, child abuse and substance abuse prevention and intervention. Supports tribal and urban Indian communities in 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 these issues is continuously promoted through written materials and/or public presentations. Responds to requests for technical assistance and training in issues related to Indian child welfare and children's mental health, appropriately assesses the need, coordinates and/or provides the consultation or training, and arranges follow up activities as needed in a timely fashion. Arranges consultant faculty 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 trainer. Coordinates site planning for provision of technical assistance and training and other meetings related to the project, including preparation of agenda and meeting/conference flyers, and coordination of registration, presenters, evaluation process, and reports. 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. Prepares reports and other documents as required by any contract. Authors a variety of written materials including reports, technical assistance documents, curriculum, articles, proposals, etc., in a professional and timely manner. Makes presentations on community development issues and provides child-related information to conference and meeting audiences in a professional manner. Works with fiscal manager to develop project budgets and monitors monthly financial reports for current projects. Performs other duties as assigned, such as representing NICWA on various internal and external teams and committees and participates in development activities.

**Qualifications:**

Has demonstrated knowledge of Indian child welfare, children's mental health, the Indian Child Welfare Act, and related areas. Has experience working in tribal communities and/or urban Indian settings. Has masters degree in social work or related human services field and at least two years of experience in the field or equivalent specialized experience. At least two years of experience in the children's mental health field and knowledge about Circles of Care or Systems of Care preferred. Strong organizational skills. Strong project management skills. Strong knowledge of Indian culture, Indian and mainstream public social service systems, and policy structure. Ability to work in a team environment, both in leadership and peer relationships. 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. Demonstrated use of analytical and planning skills. Ability to act as a broker of services using skills such as negotiating, mediating, consensus building. Demonstrated ability to communicate both orally and in writing in an effective, professional and timely manner. Can capably operate a variety of office equipment, such as computer, photocopier, printer, etc. Able to travel approximately 50% of work year

**Salary/Hours:** \$47-60K/year DOE, benefits package.

**Employer/Agency:**

**Address:** 5100 SW Macadam Ave. #300

**City, State, Zip:** Portland, OR 97239

**Contact Person:** Carmen Farmer

**Contact Title:** Operations Specialist

**Telephone Number:** 503.222.4044 x111  
**Fax Number:** 503.222.4007  
**Email Address:** Carmen@nicwa.org

**Application Method:** Email resume, cover letter and salary history to Carmen@nicwa.org, fax to 503.222.4007 or mail to NICWA 5100 SW Macadam Ave. #300 Portland, OR 97239. Apply until June 30, 2012.

**Opening Date:** Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mjobs@sw.uh.edu](mailto:mjobs@sw.uh.edu) with the hiring details of your new job opportunity.***  
***Thank you***