



Native American Training Institute
3333 E Broadway Ave, Suite 1210
Bismarck, ND 58501
Phone: 701.255.6374
Fax: 701.255.6394

JOB OPENING

POSITION TITLE: Tribal Title IV-E Specialist

SUPERVISION: NATI Director

Opening Date: February 3, 2019

Closing Date: February 28, 2019 or until filled

SUMMARY OF WORK:

The overall task of the Tribal Title IV-E Specialist is to assist the four North Dakota Tribes in maximizing Title IV-E reimbursements. This individual will travel to the four Tribal communities to provide technical assistance and train Tribal child welfare, Tribal fiscal offices and Tribal Councils in federal Title IV-E. There is potential to expand this position into a regional and/or national resource.

QUALIFICATIONS:

- Bachelor's Degree in Social Work, Human Services related field, Law or Management plus a minimum of 5 years of relevant work experience preferred.
- Experience working with Tribe, ability to work with Tribes and Tribal systems.
- Have basic understanding Tribal and State Child Welfare systems.
- Must have some knowledge of Title IV-E Program. Direct experience preferred.
- Strong communication skills, written, planning and problem solving skills, and facilitation skills to serve as a liaison between Tribes and State officials.
- Management experience preferred.
- Experience complying with fiscal reporting requirements preferred.
- Experience with Microsoft Suite specifically Excel and Word.
- Alaska Native/American Indian Preference.
- Have reliable transportation, proof of registration and insurance; travel throughout the state will be required.
- Must be able to travel extensively.
- Basic child welfare knowledge.

SCOPE OF DUTIES:

- Provide training and technical assistance to ND Tribal social services, fiscal, and leadership for Title IV-E reporting, allowable and non-allowable expenses, and time study completion.
- Work collaboratively with Tribal child welfare, Tribal fiscal offices and Tribal Councils to coordinate claims reimbursement process.
- Assess Tribe's needs in regard to Title IV-E reporting on a continual basis.
- Provide consultation and policy translation to Tribes regarding Title IV-E and other appropriate funding.
- Maintain knowledge of federal Title IV-E program, policy and procedures.
- Keep Tribes up to date on current and new policies related to Title IV-E, and specifically Families First Prevention Services Act.
- Review Title IV-E claims before submission to state.
- Track and document work with ND Tribes to support position.
- Serve on the State and Tribal Title IV-E Work Group.



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- Travel to each Tribal community for consultation and training on a regular basis.
- Conduct at least quarterly meetings with each of the four tribes IV-E team (Tribal social services director, finance, Council members) with the purpose of providing support and assurance of IV-E process at each Tribe.
- Ensure each of the Tribes are submitting and receiving timely reimbursements.
- Work with the State of North Dakota to develop a IV-E contract to support position, training and administration.
- Create and maintain working partnerships with IV-E experts at the State and Federal level to include ACF (Children's Bureau) and Capacity Center for Tribes.

APPLICATION REQUIREMENTS:

1. Cover Letter;
2. Resume or Vitae;
3. Transcripts or other documentation supporting education and related work experience;
4. Three (3) Letters of Reference; and
5. Certificate of Indian Blood if applicable.

Submit to Native American Training Institute, Attention Stephanie DeCoteau, in person, by fax (701-255-6374) or email to stephanied@nativeinstitute.org.