JOB DESCRIPTION

TITLE: Meskwaki Elders Circle Coordinator  
DEPARTMENT: Meskwaki Nation Child Support Services

CLASSIFICATION: Non-Exempt

DUTIES & RESPONSIBILITIES:
- Receives referrals from Case Manager for Meskwaki Elders Circle (MEC)
- Consults and provides orientation of alternative dispute resolution processes
- Coordinates all alternative dispute resolution services
- Writes case notes, summaries, and family engagement plans
- Updates Case Worker on progress of cases. Files all proceedings in CIS case notes and in the case file about proceedings schedule and/or barriers and developments, and forwards all entries to the Case Worker
- Notifies Case Worker of any recommendations made by MEC for MNCSS to coordinate for parties
- Tracks and maintains policies and procedures for MEC referrals, forms, and other documents as needed
- Coordinates mediation scheduling with clients and MEC members
- Recruits and maintains MEC membership
- Meets with MEC Committee Members on a monthly basis for updates, reviews, etc.
- Prepares and submits monthly report of activities, meetings, and budget updates and submit to the Direct Supervisor on the 1st day of each month
- Develop and attend trainings as necessary
- Refers clients to resources
- Must be able to maintain strict confidentiality
- Conducts and identifies community resources on a continual basis
- Reviews resources annually for current and accurate information
- Other duties as assigned

REQUIREMENTS:
- Associate’s degree in Liberal Arts and two (2) years of administrative experience including customer service
- Prefer Bachelor’s degree in Business or Public Administration or Master’s degree in Social Work
- Prefer experience working with Native Communities & Indian Tribal organizations
- Experience working with elders
- Experience working with District and Tribal Courts
- Prefer business planning experience
- Mediation Certification and/or experience in dispute resolution
- Must be knowledgeable and proficient with Microsoft Office products
- Prior Supervisory Experience
- Be knowledgeable and proficient in P.C. word processing, spreadsheet, internet, and e-mail
- Strong communication skills, verbal and written.
- Must have public speaking experience
- Demonstrate knowledge and experience in teambuilding and teamwork
- Prefer Meskwaki language comprehension and/or desire to learn
- Travel when necessary

SUPERVISION:
- Supervised by the Meskwaki Nation Child Support Services (MNCSS) Director

SALARY LEVEL:
- 20 hours per week
- Hourly Salary: $20.00