



Ho-Chunk Nation

Job Description



TITLE: Child Support Specialist		JOB CODE: CSSP	
GOVERNMENT-EMPLOYEE		EEO: 5	PAY GRADE: 12
Non-Exempt	No Flex	FUNDING SOURCE: Grant	NATIVE AMERICAN PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The specialist will assist in the establishment of paternity and/or child support and the enforcement and collection of child support through utilization of the State Child Support computer program, Kids Information Data System (KIDS), in accordance with all Ho-Chunk Nation and Federal laws.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES *The job duties are not meant to be a comprehensive list of all duties performed by this position.*

1. Perform initial assessment of cases assigned for purpose of verifying information, locate, and establishment of child support obligations pursuant to the federally submitted comprehensive plan in accordance with the time lines set forth in 45 CFR 309.
2. Interview applicants to identify child support services needed; analyze cases to determine appropriate actions pursuant to the federally submitted comprehensive plan in accordance with the time lines set forth in 45 CFR 309.
3. Document contacts, correspondence, and record all actions taken for each case utilizing the State of Wisconsin KIDS system, and or filing system by the close of each business day.
4. Draft all legal documents in accordance with the timelines set forth in Ho-Chunk law to establish child support and/or paternity; such as the petition, and affidavits.
5. Prepare child support and paternity cases for negation and litigation 5 business days prior to the first scheduled hearing. Be prepared to testify in court as needed in each case.
6. Research Ho-Chunk laws and regulations to ensure compliance annually, or more often as required by changes and/or updates to Ho-Chunk code.
7. Prepare reports, letters and other correspondence relating to cases daily.
8. Monitor non-custodial parents monthly for compliance with court orders, and collections of arrears.
9. Perform buccal swabs for genetic testing when required by Court Order within the court ordered time frame.
10. Review all Court Orders every 24 months or sooner if there is a change in circumstances.
11. Monitor all Court Orders pursuant to the timelines issued in the Court Order.
12. Establish and maintain cooperative working relationships with custodial and non-custodial parents, employers, legal counsels, other jurisdictions, and Temporary Assistance to Needy Families (TANF) agencies daily.
13. Maintain strict department security, confidentiality, and quality to meet professional standards of the department daily.

JOB RESPONSIBILITY

Job Reports to	Child Support Lead Specialist
Leadership Accountability	none
Supervisory Accountability	none



Organizational Accountability	none
Financial Accountability	none
Customer Accountability	Interfaces with officials and executives. Interfaces with outside and inside customers.
Freedom to Act	Operates with significant independence, subject to general input from supervisor.

MINIMUM QUALIFICATIONS

EDUCATION:

1. High School diploma or its equivalent. and four (4) to six (6) years' experience working in the legal field, preferably with family law, or
2. An Associate's degree as a paralegal/legal secretary or equivalent college credits in any combination of the following areas: Human Services, Human Services related field, Public/Business Administration, Economics, Accounting or Communications and two (2) years' experience working in the legal field.

ESSENTIAL:

1. This position requires continued compliance with the IRS safeguarding procedures pursuant to the revised publication of 1075 and shall be subject to a background investigation as a condition of employment.
2. Must maintain confidentiality and comply with IRS publication 1075 for safeguarding Federal Tax and Social Security Information.
3. Must maintain confidentiality and comply with the Information Exchange Agreement between the Social Security Administration and the Ho-Chunk Nation Child Support Agency.
4. Must be able to attend training and workshops as required to maintain the ability to perform your duties.
5. Valid Driver's license, dependable transportation and proper insurance is required.
6. Possess good math skills.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to communicate effectively orally and in writing.
2. Must be able to work independently, possess good time management skills, possess initiative and demonstrate a dependable work record with the ability to meet deadlines.
3. Ability to accurately perform a variety of task under conditions of frequent interruptions.
4. Ability to prioritize workload and work under pressure of deadlines.
5. General knowledge of the IV-D program.
6. Required keyboarding skill of 55 words per minute.
7. Knowledge of office practices, procedures and equipment including, but not limited to, computers, copiers, fax machine, multi-line phone systems and adding machines.
8. Understanding of Ho-Chunk culture and traditions, a plus.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Office setting in a non-smoking environment.
2. Travel is required including overnight stays within the State of Wisconsin and outside the state of Wisconsin.