



## North Fork Rancheria of Mono Indians Job Description

<b>Job Title:</b> Indian Child Welfare Act (ICWA) Representative	<b>Salary Scale:</b> GS 7-8 (2023 RUS)
<b>Department:</b> NFR Administration	<b>\$46,696- \$67,231</b>
<b>Reports To:</b> DCFS Director	<b>Status:</b> Full-Time, Non-Exempt

### DEFINITION:

Under the general direction of the Chief Administrative Officer, the ICWA Representative serves as the NFR's representative in proceedings of ICWA and general Child programs. The person serving as the ICWA Representative is an "at-will" employee.

### DISTINGUISHING CHARACTERISTICS:

Responsible, under the direction of the Chief Administrative Officer, for the activities of the Indian Child Welfare Act (ICWA) Program and general Child Social Welfare issues related to the Tribal Administration's social welfare programs. In depth knowledge of Federal and State ICWA and related legislative documents/requirements is a must.

### TYPICAL DUTIES:

- Coordinate and oversee daily operations and activities of the Indian Child Welfare Act (ICWA). Familiar with PL 95-608 25 U.S.C. Chapter 21, Indian Child Welfare Act.
- Responsible to attend ICWA court hearings, develop and submit necessary court reports to the appropriate agency in a timely manner.
- Participate in the provision of child support referral services and the coordination of client resources in compliance with the court and/or Child Protective Services (CPS) requirements.
- Participate with families involved with ICWA issues. Interaction, resolution and tracking of ICWA involved families (immediate and extended).
- Timely updating and maintenance of confidential case files for ICWA.
- Maintain a schedule of activities pertaining to ICWA, i.e. court hearings, family and minor visits, scheduled meetings.
- Submit all required reports pertaining to ICWA in a timely and accurate manner.
- Other duties as assigned.

## **DESIRED QUALIFICATIONS:**

- **Knowledge of:**
  - a. Federal and State Indian Child Welfare Act
  - b. Monitoring and audit of policies, data and case files
  - c. Micro Soft Office: Word, Excel, Power Point, Outlook, Publisher
  - d. Internet Research and TAS data input
  - e. Public Relations - Outreach Program
  - f. Time Management, using prioritization and planning of work activities
  - g. Networking and collaboration with appropriate agencies to provide appropriate support services to ICWA clients
  
- **Ability to:**
  - a. Communicate effectively, written and orally.
  - b. Read, analyze and interpret common scientific and technical journals, legislative and technical policy and regulations, financial reports and legal documents.
  - c. Correspond to inquiries and complaints from regulatory agencies, North Fork Tribal Council, clients, employees and members of the community
  - d. Define problems, collect data, establish facts, conduct appropriate assessments, conduct home studies and work with various child and social service agencies.
  - e. Respond to common inquires or complaints from customers, regulatory agencies, or members of the business community.
  - f. Write speeches
  - g. Computer literate including Internet experience, court report writing is preferred.
  - h. Define problems, collect data, establish facts and draw valid conclusions.
  - i. Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
  
- **Training and Experience:**
  - a. A Bachelor's Degree in Social Work, Psychology, Political Science and four (4) years directly related experience; or
  - b. Six (6) years experience in a directly related field with emphasis on Social Work, Psychology or Political Science; or
  - c. A combination of education, training, and directly related experience that has allowed the applicant to achieve a demonstrated level of competency in Social Work and related fields.

## **OTHER REQUIREMENTS:**

Possession of, or ability to obtain prior to employment, a valid and current California Driver's License and also provide a current DMV printout. The Incumbent must successfully pass a pre-employment drug screening and a criminal background investigation.

The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity. Indian Preference applies to those who are qualified.

**CONFIDENTIALITY:**

The individual must be able to respect and adhere to the most rigid and strict rules of employer/tribal citizen/public citizen practice of confidentiality. Violation of this major employment requirement could lead to immediate dismissal.

**TYPICAL PHYSICAL REQUIREMENTS:**

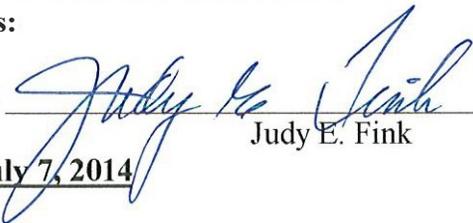
Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

**TYPICAL WORKING CONDITIONS:**

Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside of the area and/or state to attend meetings and/or court proceedings.

**Approvals:**

Signature:



Judy E. Fink

Title: NFR Tribal Council Chairperson

Date:

July 7, 2014