



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Indian Child Welfare Act (ICWA) Specialist
Department: Social Services
Supervised by: Social Service Director
Pay Rate: T-4 is \$14.42 - \$20.19/Hr. (annually \$29,993.60-\$41,995.20) DOQ
FLSA Status: Non-Exempt / Hourly Regular Full-Time

Position Summary: Advocates for Indian children, who are in the court system, i.e. protect their rights, assure that they are placed with biological and/or extended family or in an Indian foster home. Works with families to aid their reunification, attend court hearings, provide support, referrals, counseling, and assist clients in complying with Court and/or Child Welfare Services requirements.

Responsibilities:

- Assist in the development and implementation of the program policy and procedure.
- Educate tribal and surrounding community members on the Indian Child Welfare Act.
- Maintain client records in an accurate format and time period and maintains confidentiality as prescribed by the Tribal Social Services Department.
- Attend court hearings and maintain record of court proceedings and monitor on-going ICWA case files through case management.
- Prepares case summary, updates and correspondence.
- Determines eligibility for services pursuant to Bureau of Indian Affairs requirements and Tribal Policy and Procedures.
- Ensure active efforts are provided by the state agency to prevent the break-up of the family.
- Identify and advocate for family on tribal placements that meet the requirements of the Indian Child Welfare Act.
- Ability to complete, serve and file with the court, Notice of Intervention.
- Participate in collaborative teams and staff meetings.
- Responsible for working with Native American families, children, the legal system (including local, county, state, federal, and tribal), and county social workers and service providers to ensure compliance with the Indian Child Welfare Act and applicable Tribal Laws.
- Tracks letters of inquiry for ICWA eligibility. Respond and collect data for statistical and grant reporting to the Bureau of Indian Affairs, and Tribal Council.
- Determines through interviews, intakes, home visits, and other evaluation procedures the range of services needed; Provide referrals to culturally appropriate services.
- Ability to attend ICWA trainings and implement program accordingly.
- Responsible for maintaining an up to date list of Indian expert witness and provide training as necessary.
- Update as necessary, the Tribal ICWA Plan of the Bishop Paiute Tribe.
- Responsible for complying with the Bishop Paiute Tribe's Policies and Procedures.

- Be able to perform the tribe's emergency assistance programs such as the Bureau of Indian Affairs General Assistance, and the Low Income Energy Assistance Program (LIHEAP) and process applications as deemed necessary.
- Responsible for other duties as required assigned or requested in the course of work.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Analytical—the individual synthesizes complex or diverse information.
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Oral Communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts productive meetings.
- Delegation—the individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- Leadership—the individual inspires and motivates others to perform well and accepts feedback from others.
- Management Skills —the individual includes staff in planning, decision-making, facilitating and process improvement; makes self-available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- Quality Management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- Planning/Organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and Security—the individual observes safety and security procedures and uses equipment and materials properly.

Experience and Education:

- HS Diploma or GED and three (3) years responsible work experience in comparable position or AA Degree in Human Services field or similar training in ICWA or child protection.
- At least one (1) year experience and working knowledge of ICWA in state and tribal court proceedings.
- Prefer a background in social work or the legal field working with Tribal governments and ICWA.
- Must have knowledge, experience and familiarity with culture and history of the Owens Valley Paiute Indians.
- Ability to relate well with others and use good judgement.
- Must be proficient in Microsoft Windows; Word, Excel, Power Point, Outlook, and Publisher applications is required.
- Experience with grant reporting and budget management.
- Experience with Native American programs preferred but not required.
- Familiarity with Indian Child Welfare Act (ICWA), and applicable rules and regulations preferred.
- Must possess good oral and written communication skills as necessary to perform the job.
- Must successfully complete an extensive background check in accordance with PL 101-630, section 408(a), prior to employment.
- Ability to maintain the strictest confidentiality.

Other Requirements:

- Must be able to work evenings and/or weekends as needed.
- Individual must possess the following skills and abilities; Flexibility, Communication Proficiency, Collaboration Skills, Customer focus and Technical Capacity.
- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture sensitivity.
- Must have and maintain a valid California Driver's license and to be insurable under the Tribe's existing automobile insurance policy.
- Pass a pre-employment drug screen and be subject to random drug testing throughout employment.
- Shall comply with Drug-Free Workplace policy and a Criminal Background Investigation.

Physical Requirements:

Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Typically office work setting conditions, but may have to travel in case management and court proceedings. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

Work Environment:

The employee is occasionally subject to verbal abuse, threats, and physical violence from angry, hostile, or disgruntled clients and/or family members.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.