



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Indian Child Welfare Act (ICWA) Specialist/Intern
Department: Social Services
Supervised by: Social Services Director
Pay Grade: NE4 \$21.46 - \$27.89 Hourly (\$44,636.80-\$58,011.20) DOQ
FLSA: Full-Time; Non-Exempt

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.

Indian Preference: *The Bishop Paiute tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute 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.*

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- 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 maintain 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.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

- Associate's degree in human services or similar training in ICWA or child protection Preferred.
- Three (3) year work experience in an administrative role
- knowledge of ICWA in state and tribal court proceedings preferred. Intern will have the opportunity to gain experience and show potential within 6 months of hire.
- Must be proficient in Microsoft Windows; Word, Excel, Power Point, Outlook, and Publisher applications are required.
- Knowledge of 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.

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.
- Must comply with the Bishop Paiute Tribe's organizational policies

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.

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.
- *Interpersonal Skills*- the individual maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things.
- *Decision Making*— the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- *Customer Oriented*—the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management*- the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Adaptability*- the individual adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays or unexpected events.
- *Detail Oriented*- the individual demonstrates accuracy and thoroughness and monitors their own work to ensure quality assurance.
- *Oral Communication*—the individual speaks clearly and persuasively in positive or negative situations.
- *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.
- *Reliability*—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Safety and Security*—the individual observes safety and security procedures and uses equipment and materials properly.

Physical Demands/Work Environment:

Work is generally performed in an office setting and occasionally in an outdoor environment. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events. While performing the duties of this job, the employee regularly is required to stand, walk and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 50 lbs.

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:* _____