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## POSITION DESCRIPTION

<b>Position:</b>	Indian Child Welfare Program Coordinator
<b>Reports To:</b>	Tribal Administrative Officer
<b>Supervises:</b>	None
<b>Salary:</b>	\$17.00- \$27.75 per hour, depending on experience
<b>Classification:</b>	Part Time (20 -30 hrs. per week), Regular, Non-Exempt, Non-Entry Level

### **Position Summary**

The Indian Child Welfare (ICWA) Program Coordinator is responsible to assist the Tribal Administrative Officer in developing a fully functional ICWA Program. This position will incorporate and coordinate applicable federal and state laws and cultural practice into the Mechoopda ICWA Ordinance; and develop program's policies and procedures. The position will also initialize the program by bringing current cases into compliance with newly established policies and procedures. The position will initialize and coordinate case management and collaborative relationships with professional services providers for such services as assessment, therapy, case management, substance and alcohol abuse counseling, and support services for eligible Tribal members and their families in order to promote stability and a safe environment for Tribal children.

### **Specific Responsibilities:**

- Work with Native American children and families in legal system and county social workers and service providers to ensure compliance with the ICWA and applicable Tribal Laws.
- Assist in the development and implementation of the program ordinance.
- Assist in the development and implementation of the program policy and procedure.
- Attend ICWA trainings and implement program accordingly.
- Maintain confidentiality
- Establish procedures for attending court hearings and maintain record of court proceedings and prepare case summary, updates and correspondence.
- Identify individuals eligible for services pursuant to ICWA 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.
- Participate in collaborative teams and staff meetings.
- Develop and maintain an up to date list of Indian expert witness and provide training as necessary.

### **Qualifications**

- Minimum A.A. degree and three years of work experience in comparable position. AA Degree in Human Services field or similar training in ICWA or child protection.
- At least two (2) years' 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 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.
- Must possess good oral and written communication skills as necessary to perform the job.
- Must successfully complete an extensive background check

### **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 Mechoopda 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.
- Analytical synthesizes complex or diverse information.
- Problem Solver identifies and resolves problems in a timely manner.
- Oral Communication—the individual speaks clearly and persuasively.
- Leadership inspires and motivates others to perform well and accepts feedback from others.
- Management Skills in planning, decision-making, facilitating and process improvement; makes self- available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- Exercise good judgment displays ability to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- Plan and Organized prioritizes and plans work activities, uses time efficiently and develops realistic action plans.

### **Indian Preference:**

Native American Indian preference shall apply pursuant to Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.