



## CENTRAL COUNCIL

### *Tlingit and Haida Indian Tribes of Alaska*

Office of the President • Edward K. Thomas Building  
9097 Glacier Highway • Juneau, Alaska 99801


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## **POSITION DESCRIPTION**

ICWA Attorney Seattle Office

### **INFORMATION**

Job Class: Professional  
Department: Office of the President  
Location of Work: Seattle, AK  
Salary Grade(s): 15  
Hours of Work: M-F, 8:00 am – 4:30 pm  
Employment Category: Regular, Full-Time

Class Status: Active  
Type of Position: Exempt  
Covered Position: Yes  
Prepared by: M. Soboleff-Levy/J. Wise  
Approved by:   
Effective Date: 12/1/2020

### **PURPOSE**

The attorney will provide legal representation to crime victims with the local courts of jurisdiction within the Seattle area and Washington state. The incumbent will have knowledge of ICWA and crime victim statutes, services, programs and issues, and have experience working within Native communities and populations. The day-to-day work of this position will be supervised by the Tribal Family & Youth Services director. For the practice of law, this function will be overseen by the General Counsel.

### **REPORTING RELATIONSHIPS**

Reports To: Tribal Family & Youth Services Director

Supervises: N/A

Liaison To: ICWA Attorney Juneau Office

### **ESSENTIAL FUNCTIONS**

- Provide effective consultation and legal advice to the Tribe relating to the ICWA and child welfare matters
- Responsible for preparing and presenting legal arguments in court
- Responsible for trial preparation in contested child dependency cases, including identification of expert witnesses and preparation for eliciting their testimony
- Responsible for on-going consultation with caseworker(s) in legal and court procedures, and to coordinate service delivery and case planning
- Consult and advise staff on the position to be taken by the Tribe individual child welfare cases
- Consult with volunteer or staff attorney on child welfare matters
- Provide orientation and training to Child Welfare team on the application of the Indian Child Welfare Act
- Track appellate level ICWA cases within Washington state and nationwide, monitor decisions that may affect tribal families
- Appear in tribal court and state court on behalf of the Tribe
- Track potential problems (structural, staffing, policy) and provide suggestions for way of addressing such problems
- Participate in Child Welfare staff meetings, all-staff meetings, and case review and screening meetings
- Ensure compliance with all relevant ethical rules and considerations
- Maintain case files
- Prepare reports for funding agency, as requested
- Participate in appropriate continuing legal education training

## **DECISION MAKING AUTHORITY**

Spending Authority: N/A

Other Authority: N/A

## **NECESSARY SKILLS AND KNOWLEDGE**

- Knowledge of and experience with Federal Indian Child Welfare Act, its significance, history, and implications
- Experience in child dependency law
- Knowledge of the Washington state statutes and regulations, pertaining to child welfare and dependency law
- Cultural sensitivity regarding American Indians/Alaska Natives
- Excellent written communication skills
- Court experience and knowledge of family law and other areas of law relevant to needs of Program's service population

## **MINIMUM QUALIFICATIONS (education, experience, skills)**

- Juris Doctorate degree
- A member of the Washington State Bar in good standing
- Valid Driver's License
- Must satisfactorily pass background check

## **PREFERRED QUALIFICATIONS (education, experience, skills)**

- Two years previous experience and/or equivalent training involving ICWA

## **UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS**

The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing less than 40 lbs. Travel on small aircraft or ferry may be required.

## **CONDITIONS OF HIRE:**

- All employment at Tlingit & Haida is "at will". This means that the employee or Tlingit & Haida may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position.
- Tlingit & Haida is a no tolerance workplace. All regular employees may be required to pass a pre-employment and subsequent random drug and alcohol screening to be eligible for and maintain employment.
- Tlingit & Haida requires a criminal background check be conducted on all employees. All employment offers are conditional until federal criminal background check results verify your eligibility to work for Tlingit & Haida.

This Position Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Position Description and understand the essential functions of and qualifications for the job.

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Employee Printed Name

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Employee Signature

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Date

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Supervisor Printed Name

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Supervisor Signature

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Date