

CHEMEHUEVI INDIAN TRIBE

P. O. Box 1976

Havasu Lake, CA 92363

Tribal Employment Rights Office (TERO): Phone (760) 858-5100

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INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472).

Indian Child Welfare Act (ICWA) Director

<u>STATUS:</u>	Permanent/Full time/exempt
<u>DEPARTMENT:</u>	Health and Wellness
<u>REPORTS TO:</u>	Tribal Administrator
<u>SALARY:</u>	DOE/DOQ
<u>CLOSING DATE:</u>	Open until filled

Summary

The ICWA Director advocates in state court systems protecting the federal ICWA law for the Chemehuevi Indian Tribe. The Director will assist families by establishing strength based services to meet reunification plans and family needs.

Essential Duties and Responsibilities:

- Advocates for Tribal rights under ICWA working closely with Chemehuevi Indian Tribe to reunify the family by participating in state court hearings representing the Tribes position on ICWA matters. This may include providing Indian expert witness testimony.
- Work proactively with clients who may have multiple problems, conditions and work with them to navigate the complexities of the Tribal and State systems to reunite with their children.
- Develop case management plans for families in crisis and provides linkages to all services with follow up within 30 days encouraging clients to use agency's services such as counseling, parenting, domestic violence, substance abuse, community health and or provides referrals to other community resources.
- Conducts community presentations on program activities and services available and participates in the monthly Child Protective meetings and bi-weekly case consultations.
- Able to analyze situations and conditions to identify problems, trends and demands for additional services and referrals for families, foster families, children in care or juvenile hall and adults who are in prison.
- Receives direction, case supervision and consultation by meeting with Social Services Director and ISU on case consultation. Participates in case file audits and peer reviews.
- Willingness to cross train in other aspects of Tribal Family Services and able to perform Medi-Cal eligibility services.

- Maintains personal and professional boundaries and holds confidentiality adhering to IHC and HIPAA requirements. Provides statistical information as required by policy and procedures and provides statistical reports as required.
- Performs other duties as required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- BA degree in Social Services area and/or a minimum of 2-3 years related experience and the willingness to be trained. Skills in interviewing, community presentations, facilitating family unity meetings when required. Skills and communicating to elicit information and cooperation from groups or individuals. Ability to establish and maintain effective working relationships with patients, staff, and the public. Ability to interpret and communicate social work agency rules, regulations and procedures. Ability to write reports, correctly reflect treatment and document patient's progress.
- Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Executive Committee, public groups, and/or Tribal Council.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Requirements:

- Pass Pre-Employment Drug-Testing.
- Comply with Drug-Free Workplace Policy.
- Background check.
- Ability to attend evening or weekend meetings.
- Ability to travel.
- Ability to lift 50lbs
- Insurable by Tribe's insurance carrier.
- CPR Certification
- Valid Driver's License