

JESSICA JIM
TRIBAL CHAIRPERSON

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VICE-CHAIRPERSON

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PIT RIVER TRIBE
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ELEVEN AUTONOMOUS BANDS

ICWA Coordinator

Department: Indian Child Welfare (ICWA) Coordinator

Supervisor: Tribal Administrator

Supervises: Indian Child Welfare Program Secretary

Position Summary:

The ICWA Coordinator is the Tribal representative for Indian Child Welfare Act and is the lead person acting on behalf of Pit River Community to promote Indian family stability under ICWA guidelines. Assists families at-risk of child displacement. Acts as advocate on the local court system. Is able to interpret the ICWA law and provide ICWA committee with information relating to the ICW act.

Specific Responsibilities:

1. To offer guidance and advisory services to Indian families and individuals involved in Tribal, State, or Federal child custody proceedings of a social service nature
2. Assist Indian families in obtaining services (E.g. counseling, day care, follow-up after care, after school care, respite care and parenting skills training).
3. Coordinates actions and makes recommendations concerning placement of children in accordance with ICWA.
4. Acts as the Tribal representative and advocates for Indian children and families in the local court system.
5. Identify and recruits Indian families for temporary shelter and long-term foster care.
6. Assist local Indian families in attaining licensing as emergency placement resources and foster families.
7. Provides ICWA committee with the law and other pertinent information relating to the ICW Act, and assist committee with police development
8. Contributes to the team effort by participating in the Pit River Tribe facility wide program improvements, goals and standards.
9. To provide on-site and in-home family counseling services to Indian families suffering internal family stress.

ATWAMSINI

ASTARAWI

ATSUGEWI

APORIGE

AJUMAWI

HEWISEDAWI

ILLMAWI

ITSATAWI

ROSEALEKTE

HAMMAWI

10. To employ an Indian Child Welfare Counselor/Coordinator and the necessary staff for the purpose of maintaining child welfare services.
11. To provide education and training to Indian families, adults and youths, in parenting, homemaking, understanding and/or issues dealing directly with the home and family.
12. To educate Social Services staff and ICWA Committee who are dealing with children and families in conflict
13. To work with non-tribal personnel of outside agencies who deal with Indian families in regard to the Indian Child Welfare Act; its purpose, priorities, policies, and how it affects State and Local regulations.
14. To complete and send to BIA Quarterly and Standard Report forms, including Quarterly Narrative Reports, Analysis of Funds, and Annual Unduplicated Case Count Department Forms.
15. To Continue to work hard to insure the Pit River Tribe will operate the program in accordance with 25 CFR part 23
16. Other related duties and assign by the Tribal Administrator

Qualifications/Experience:

1. A masters degree is preferred in one of the following areas; Masters of Social Welfare, Masters of Psychology, Masters in Sociology and/or related field required.
2. Working knowledge of the Indian Child Welfare Act.
3. Prefer a minimum of three years of work experience in working with the Indian People in social services, and/or counseling.
4. Must be willing to submit to background investigation in accordance with Public Law 101-630, Section 408 (b).
5. Previous successful grant writing experience with public agencies
6. Must be able to relate to Indian Community members.

Job Requirements:

1. Must be team oriented, establish and maintain effective working relations with Tribal officials, employees, and the general public.
2. Must possess a valid California Driver's License and be insurable by the Tribe's auto insurer. Must have reliable transportation and provide proof of auto insurance.
3. Will not use illegal drugs, abuse prescription drugs, or be under the influence of alcohol during working hours. Will agree to blood and/or urine level testing for drugs and/or alcohol.
4. Applicant must be willing to submit to and pass a pre-employment drug test.

Indian Preference:

1. Preference given to qualified Native American under the Federal Indian Preference Act, (43 CFR, 17.3 [d]). Applicants claiming Indian Preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage.

Note: This position requires an awareness and deep appreciation of Indian tradition, customs, and socioeconomic need. It requires the ability, at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretions, resourcefulness, and good judgment in handling sensitive issues.