

36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosalektawi • Madesi

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Tribal Chairperson

Lawrence Cantrell
Tribal Vice Chairman

Faith Santillan
Tribal Secretary

Brandy McDaniels
Tribal Treasurer

Charles White
Tribal Administrator

OFFICE OF HUMAN REOURCES

POSITION ANNOUNCEMENT AND POSTING ADMINISTRATIVE ASSISTANT I/ ICWA CASE WORKER

DEPARTMENT: Administration
STATUS: Full-time / Non-exempt
REPORTS TO: ICWA Coordinator
SUPERVISES: N/A
Posting: May 14, 2018 through June 8, 2018

Special Notation: The Pit River Tribe is seeking a serious candidate interested in the Indian Child Welfare Act Assistant Position and willing to expand their knowledgeable and capabilities with the ICWA department. The Position is located in the ICWA Office Burney, California and is a 40-Hour work week Monday thru Friday. The position is non-exempt, has a 90-probationary period, and hourly wage is \$11 to \$14 depending on experience. The position will be responsible for ICWA office duties and case work as directed by the Indian Child Welfare Act Coordinator. Some travel is required. If you are interested to learning more about the position, please contact **Percy Tejada ICWA Coordinator at 530-335-5530.**

JOB SUMMARY: The Administrative Assistant I position is under the supervision and direction of the ICWA Coordinator. The Administrative Assistant I is responsible for general office duties and provides clerical support and manages ICWA Cases as assigned.

JOB RESPONSIBILITIES:

1. Type correspondence, reports, letters, memorandums, announcements, lists, data input, meeting minutes, and other documents;
2. Sends, receives and distributes mail and interoffice mail;
3. Submits orders for supplies and maintains supply stock;
4. Performs other clerical duties as assigned;
5. Responsible for administrative files, and other department files;
6. Maintains complete confidentiality at all times.
7. Meets the attendance guidelines of the job and adheres to regulatory, departmental and Tribal Office policies and procedures.
8. Coordinating the activities of the Tribe's ICWA program
9. Assists the ICWA Coordinator in representing and advocating for Tribal children and families involved in ICWA custody proceedings
10. Assists the ICWA Coordinator in conducting intake interviews, providing assessment services regarding family and child strengths, resources, concerns, and progress.

11. Prepare correspondence, reports, updates, of case management files, plans and maintains documentation related to ICWA program.
12. Draft interventions to Courts and agencies involved in ICWA cases.
13. Maintain regular contact with state agencies, social workers, and family placement officers.
14. Assist the ICWA Coordinator in developing client case plans that address the education, safety, health, and emotional needs of the child.
15. Provide linkages, referrals, advocacy service planning and crisis support to clients as needed.
16. Attends all required meetings and training.
17. Performs other duties as assigned.

QUALIFICATIONS:

1. High School Diploma or equivalent (GED) required;
2. Must be familiar with standard office procedures and equipment (i.e. copies, fax, postage machine, etc.);
3. Experience with computers and word processing (Microsoft Word/Excel);
4. Experience in the area of Indian Affairs or Tribal government is helpful;
5. Must be able to speak with the public in a professional manner;
6. Must have a valid California Driver's License;
7. Must be able to manage a number of priorities simultaneously and meet deadlines;
8. Must have excellent oral and written communication skills.
9. Must embrace an ethical standard of absolute confidentiality.

PHYSICAL, ENVIRONMENTAL AND INTELLECTUAL CONDITIONS:

1. Must be able to sit for extended periods of time;
2. Must be able to work at a fast pace and in stressful situations;
3. Must have the manual dexterity to operate a computer and other necessary office equipment;
4. Must be self-motivated and able to handle multiple priorities simultaneously;
5. Must be able to get along with co-workers and work as a team member;
6. Must present a professional appearance at all times.

MUST PASS A PRE-EMPLOYMENT DRUG TEST AND THOROUGH REFERENCE CHECK.

You may download an application off the Pit River Tribes website at <http://pitrivertribe.org/tribal-employment/>
Drop off your application at the Tribal Administration office located at 36970 Park Ave, Burney, CA 96013 or mail. You can also fax the application to 530-335-3140 in care of HR. Questions about the application process can be sent to:

Elizabeth Sato, Human Resources Director

Tribal Administration

36970 Park Avenue, Burney, California 96013

(530)335-5421, (530)335-3140 Fax

hr@pitrivertribe.org, <http://pitrivertribe.org/>