

**Pit River Tribal Office**  
36970 Park Ave  
Burney, CA 96013  
www.pitrivertribe.org



**Human Resources Dept.**  
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

The Pit River Tribe is a Tribe comprised of eleven (11) autonomous bands that since time immemorial have resided in the area known as the 100-mile square, located in parts of Shasta, Siskiyou, Modoc, and Lassen Counties in the State of California.

### **Position Description**

**Position Title:** ICWA Caseworker  
**Department:** ICWA  
**Reports To:** ICWA Director  
**Classification:** Non-Exempt/Full Time Temporary  
**Pay:** DOE  
Open Until Filled

### **Introduction:**

The ICWA Caseworker position is under the supervision and direction of the ICWA Coordinator. The ICWA Caseworker is responsible providing Indian Child Welfare (ICW) services within the Pit River Tribe to eligible children and families. This position provides case management services, support, resources, information, and advocacy to the ICWA clients and their families.

### **Responsibilities:**

1. Establish Family Preservation plans for clients and families who have open cases within the Pit River Tribe ICWA program.
2. Maintain effective communication and team work with other associated programs that are required of the client and court for family preservation plans.
3. Intake and maintain client files, enter client information into database and keep up to date with data entry on open and closed cases.
4. Supervise visitation with children and their parents.
5. Attend court hearings when Pit River Tribe children are involved in dependency proceedings even when out of jurisdiction.
6. Make case notes and complete monthly reports on cases.
7. Transport Children and Families to needed services.
8. Perform welfare checks when reported or as needed.

9. Recommend transfer of proceedings from State courts to Tribal Courts and initiate proceedings in Tribal Court as required.
10. Keep the Tribal Court informed of the child's status through reports and participation in review hearings as requested by the Court.
11. Assist children and families and encourage involvement in available services.
12. Identify and develop resources on the reservation designed to enhance each child's potential as a responsible member of the community.
13. Stay up to date with all other programs and resources available for clients and families.
14. Work with other agencies such as the California State Liaison and DSHS for the benefit of children and families, case planning, and to provide resource information for clients.
15. Attend the Indian Child Welfare Committee meetings.
16. Represent the Tribe at local, County and State meetings or gatherings where the Tribe has an interest.
17. Maintains complete confidentiality at all times.
18. Meets the attendance guidelines of the job and adheres to regulatory, departmental and Tribal Office policies and procedures.
19. Coordinating the activities of the Tribe's ICWA program
20. Assists the ICWA Coordinator in representing and advocating for Tribal children and families involved in ICWA custody proceedings
21. Assists the ICWA Coordinator in conducting intake interviews, providing assessment services regarding family and child strengths, resources, concerns, and progress.
22. Prepare correspondence, reports, updates, of case management files, plans and maintains documentation related to ICWA program.
23. Draft interventions to Courts and agencies involved in ICWA cases.
24. Assist the ICWA Coordinator in developing client case plans that address the education, safety, health, and emotional needs of the child.
25. Provide linkages, referrals, advocacy service planning and crisis support to clients as needed.
26. Attends all required meetings and training.
27. Performs other duties as assigned.

**Qualifications:**

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

**Requirements:**

- Must possess a California driver's license, a good driving record, and be insurable by the PRT insurance carrier.
- Adhere to all PRT policies
- Must successfully pass a pre-employment drug and alcohol screening and be willing to submit to a criminal background check.

**Indian Preference:** Preference will be given to qualified Native Americans under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

**Note:** This position requires an awareness and deep appreciation of the Pit River Tribe 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, discretion, resourcefulness and good judgment in handling sensitive issues.

**Acknowledgement:** This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**Contact:**

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