

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

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Agnes Gonzalez Tribal Chairperson	Ida Riggins Tribal Vice Chairman	Russell Eleck Recording Secretary	Jolie George Tribal Secretary	Brandy McDaniels Tribal Treasurer	Andrew Mike . Sgt.-At-Arms
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**Position Job Description:** ICWA Coordinator

**Department:** ICWA

**Reports To:** Tribal Administrator

**Status:** Exempt 40 hours per week Full time Permanent

**Salary Exempt:** Annual \$53,200 - \$58,200

Open Until Filled

**Job Summary:**

The ICWA Coordinator is the Tribal Representative for the Indian Child Welfare Act (ICWA). It is the lead person acting on behalf of the Pit River Indian Tribe to promote Indian Family stability under ICWA guidelines. The Coordinator assists families at risk of child displacement and acts as an advocate within the court of jurisdiction. The Coordinator shall be able to interpret ICWA Law and provide the ICWA Committee with information relating to the current caseloads and progress. ICWA Coordinator is responsible for providing professional services, which involves planning, developing, and providing comprehensive services to Pit River Tribal member's children and their families. The ICWA Coordinator also provides all mandated ICWA services to Tribal Member children from all federally recognized Tribes. This job description is not an all-inclusive list of duties and responsibilities of this position. The ICWA Coordinator is expected to perform all duties and responsibilities necessary to meet applicable programs' goals and objectives.

**Essential Duties and Responsibilities:** Include the following; because of the PRT's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties relating to the program requirements:

- Provide referral to counseling and information for Indian Families in need.
- Assists Indian Families in obtaining services (counseling, daycare, after-school care, and parenting skill training)
- Coordinates actions and makes recommendations concerning placement of children in accordance with ICWA.
- Sets family meetings up for the discussion of placement with family members
- Acts as the Tribal representative and advocates for Indian Children and families within the courts of jurisdiction, and state social service program
- Attends the PRT Tribal Council's meetings and advises as necessary of the need and shortfall of funds to the program.
- Will develop an annual budget for the program with finance and the Tribal Administrator for presentation and approval by the Tribal Council.
- Identifies and recruits Indian Families for temporary shelter and long-term foster care—Assists Indian Families in attaining licensing as emergency placement resources and foster families.

- Works with the TERO, Social Service Program, and Council when defined welfare assistance may be needed.
- Maintain strict confidentiality of all clients
- Shall be available for local and out of the area travel as required for job-related training. Shall attend all required meetings and functions as requested.
- Grant writing and Grant management
- Other job-related duties as assigned

**Qualifications:**

- Demonstrate ability and leadership through experience as a manager in the field of ICWA.
- Administrative skills in ICWA or related field
- Familiar with ICWA federal law and tribal regulations and policy.
- Have the ability to work effectively with Native American People in a culturally diverse environment.
- Have good time management skills, and be able to work under stressful conditions.
- Ability to work odd and irregular hours, as needed
- Have the ability to establish and maintain good working relationships with the public, employees, and agencies.
- Good verbal and written communication skills as this position work with a variety of entities government's, state, county, federal, and tribal.
- Have the ability to follow written and oral instructions.

**Requirements:**

- Preferred AA or Bachelor's Degree in Social Work, Psychology, or related field, or equivalent work experience in a similar setting
- Working Knowledge of the Indian Child Welfare Act.
- Must have a demonstrated ability to communicate effectively with Tribal Council, ICWA Committee, management team members, and professional colleagues regarding employment practices.
- Demonstrate ability to motivate and empower others, to make positive impacts on attitudes and self-esteem, and to maintain effective working relationships with culturally diverse groups in a wide range of professional interactions
- Demonstrate ability to define problems, collect data, establish facts, and draw conclusions; ability to analyze and interpret a wide variety of information, communicate findings and recommend solutions to the Council and Committee, managers, supervisors, and directors
- Must have demonstrated abilities to initiate and follow through on complex administrative tasks, manage time, and meet deadlines.
- Must possess a California driver's license, a good driving record, and be insurable by the PRT insurance carrier.
- Adhere to all PRT policy including confidentiality.

- Must successfully pass a pre-employment drug and alcohol screening, Must pass background investigations for suitability of character identified in accordance with the Indian Child Protection and Family Violence Prevention Act.

**WORKING ENVIRONMENT:** Must be able to stand, sit, and walk for prolonged periods of time in order to properly perform the assigned job duties.

**Note:** This position requires awareness **and** deep appreciation of Indian traditions, customs, and socioeconomic needs. It requires the ability, at all times, to meet and deal effectively in contact with Indian people and organizations. This position requires tact, courtesy, confidentiality, discretions, resourcefulness, and sound judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color, religion, sex, age, national origin, marital status, ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability.

**Native Preference:** Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

**Acknowledgment:** This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and this 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 conditions of the employee's job, is intended to create a contract of employment of any type.

**Contact:**

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