

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 Assistant/Intake
Department: ICWA
Reports To: ICWA Director
Classification: Non-Exempt/Full Time Temporary
Pay: DOE

Introduction:

This is a temporary position that will only last a few months. The ICWA Intake position is under the supervision and direction of the ICWA Coordinator. The ICWA Intake is responsible for general office duties and provides clerical support and manages ICWA Cases as assigned. The candidate should have impeccable integrity and ability to maintain the strictest of confidentiality.

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.

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 American's 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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