

**YATCH BAMFORD**  
**TRIBAL CHAIRMAN**

**ANTONIO MENDOZA**  
**VICE CHAIRMAN**

**ANIKA GARZA**  
**TRIBAL SECRETARY**



**ALEXANDRO URENA**  
**TRIBAL TREASURER**

**JOLIE GEORGE**  
**RECORDING SECRETARY**

**ANDREW MIKE**  
**SERGEANT AT ARMS**

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**ELEVEN AUTONOMOUS BANDS**

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36970 Park Ave

Burney CA 96013

Phone: (530) 335-5421

**Job Description: ICWA Tribal Coordinator**

**Position Title: ICWA Tribal Coordinator**

**Department: ICWA**

**Reports To: Tribal Administrator**

**Salary: \$70,000-\$90,000**

**Position Summary**

The ICWA Tribal Coordinator is responsible for protecting the rights and best interests of Indian children and families under the Indian Child Welfare Act (ICWA). This position serves as the tribe's liaison in child welfare matters involving tribal children, ensuring compliance with federal, state, and tribal laws. In a hybrid in-office and off-site work environment, the coordinator collaborates with courts, county/state agencies, families, and tribal leadership to advocate for placement preferences, cultural connections, and tribal sovereignty.

**Essential Duties & Responsibilities:**

**Manage and Direct Staff**

**Manage Grants, Grant Reporting, Grant Accounting, Seek Out Grant Funding**

**Case Coordination & Advocacy**

- Monitor and respond to ICWA notices involving tribal children
- Intervene in state court proceedings when appropriate
- Advocate for ICWA-compliant placements and services
- Maintain active case files and documentation
- Attend court hearings (in-person/virtual)

**MADESI**

**ATWAMSINI**

**ATSUGEWI**

**ASTARAWI**

**APORIGE**

**AJUMAWI**

**PANMAWI**

**HEWICEDAWI**

**ILLMAWI**

**ICSAIAWI**

**NOCEALENIE**

### **Family & Child Support**

- Work directly with families, parents, foster placements, and guardians
- Facilitate communication between families and agencies
- Support reunification efforts when safe and appropriate
- Help connect families to tribal resources and services

### **Agency & Court Liaison**

- Serve as primary contact with county/state child welfare agencies
- Coordinate with attorneys, judges, CASA workers, and social workers
- Ensure agencies follow ICWA procedural requirements
- Provide expert input on tribal culture and customs

### **Compliance & Legal Support**

- Ensure tribal compliance with:
  - Indian Child Welfare Act
  - Relevant state child welfare laws
  - Tribal codes/policies
- Assist with tribal court matters as needed
- Prepare reports, declarations, and case summaries

### **Cultural Preservation**

- Promote culturally appropriate placements
- Support children's connection to tribal heritage
- Assist in identifying relative or tribal placements

### **Program Administration**

- Maintain accurate records and databases
- Prepare activity and outcome reports
- Track deadlines and legal timelines
- Support grant compliance if applicable

## **Required Qualifications:**

### **Education**

- Bachelor's degree in Social Work, Human Services, Psychology, Criminal Justice, or related field  
OR
- Equivalent combination of education and experience

### **Experience**

- Experience in child welfare, social services, legal coordination, or tribal services preferred
- Knowledge of ICWA strongly preferred

### **Required Knowledge, Skills & Abilities**

- Knowledge of Indian Child Welfare Act (ICWA)
- Understanding of tribal sovereignty and governance
- Familiarity with child welfare systems and court processes
- Strong advocacy and communication skills
- Ability to handle sensitive and confidential information
- Strong organizational and documentation skills
- Cultural sensitivity and professionalism

### **Preferred Qualifications:**

- Experience working with Native American families or tribes
- Knowledge of tribal customs and traditions
- Courtroom or legal system experience
- Grant-funded program experience

### **Working Conditions**

- Office and fieldwork environment
- Court attendance required
- Travel will be required
- May involve emotionally sensitive situations

### **Physical Requirements**

- Ability to sit, stand, and use standard office equipment
- Ability to travel to meetings/hearings

**Confidentiality**

This position handles highly confidential information. Strict adherence to tribal, federal, and program confidentiality requirements is mandatory.

**Indian Preference**

Preference will be given to qualified Native American applicants in accordance with tribal policy and applicable law.