



## **JOB DESCRIPTION**

**Bishop Paiute Tribe  
Bishop, California**

<b><u>Position:</u></b>	Indian Child Welfare Act (ICWA) Specialist
<b><u>Department:</u></b>	Social Services
<b><u>Supervised by:</u></b>	Social Services Director or designee
<b><u>Pay Rate:</u></b>	T-8 \$19.57 - \$27.40 (\$40,705.60 - \$56,992.00 annually) DOQ
<b><u>FLSA Status:</u></b>	Non-Exempt / Hourly Regular Full-Time (40 Hours per week)

**Position Summary:** Advocates for Indian children, who are in the court system, i.e. protect their rights, assure that they are placed with biological and/or extended family or in an Indian foster home. Works with families to aid their reunification, attend court hearings, provide support, referrals, counseling, and assist clients in complying with Court and/or Child Welfare Services requirements.

### **Responsibilities:**

- Customer oriented in delivering excellent service to both internal and external customers in a friendly, courteous and professional manner.
- Protect and maintain the integrity of the program services and respect client confidentiality at all times.
- Assist in the development and implementation of the program policy and procedure.
- Educate tribal and surrounding community members on the Indian Child Welfare Act.
- Maintain client records in an accurate format and time period and maintains confidentiality as prescribed by the Tribal Social Services Department.
- Attend court hearings and maintain record of court proceedings and monitor on-going ICWA case files through case management.
- Prepares case summary, updates and correspondence.
- Determines eligibility for services pursuant to Bureau of Indian Affairs requirements and Tribal Policy and Procedures.
- Ensure active efforts are provided by the state agency to prevent the break-up of the family.
- Identify and advocate for family on tribal placements that meet the requirements of the Indian Child Welfare Act.
- Ability to complete, serve and file with the court, Notice of Intervention.
- Participate in collaborative teams and staff meetings.
- Responsible for working with Native American families, children, the legal system (including local, county, state, federal, and tribal), and county social workers and service providers to ensure compliance with the Indian Child Welfare Act and applicable Tribal Laws.
- Tracks letters of inquiry for ICWA eligibility. Respond and collect data for statistical and grant reporting to the Bureau of Indian Affairs, and Tribal Council.
- Determines through interviews, intakes, home visits, and other evaluation procedures the range of services needed; Provide referrals to culturally appropriate services.

- Ability to attend ICWA trainings and implement program accordingly.
- Responsible for maintaining an up to date list of Indian expert witness and provide training as necessary.
- Update as necessary, the Tribal ICWA Plan of the Bishop Paiute Tribe.
- Responsible for complying with the Bishop Paiute Tribe's Policies and Procedures.
- Responsible for other duties as required assigned or requested in the course of work.

**Supervisory Responsibilities:** None.

**Experience and Education:**

- HS Diploma or GED and three (3) years responsible work experience in comparable position or AA Degree in Human Services field or similar training in ICWA or child protection.
- At least one (1) year experience and working knowledge of ICWA in state and tribal court proceedings.
- Prefer a background in social work or the legal field working with Tribal governments and ICWA.
- Must have knowledge, experience and familiarity with culture and history of the Owens Valley Paiute Indians.
- Ability to relate well with others and use good judgement.
- Must be proficient in Microsoft Windows; Word, Excel, Power Point, Outlook, and Publisher applications is required.
- Experience with grant reporting and budget management.
- Experience with Native American programs preferred but not required.
- Familiarity with Indian Child Welfare Act (ICWA), and applicable rules and regulations preferred.
- Must possess good oral and written communication skills as necessary to perform the job.
- Must successfully complete an extensive background check in accordance with PL 101-630, section 408(a), prior to employment.

**Other Requirements:**

- Must be able to work evenings and/or weekends as needed.
- Individual must possess the following skills and abilities; Flexibility, Communication Proficiency, Collaboration Skills, Customer focus and Technical Capacity.
- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture sensitivity.
- Must have and maintain a valid California Driver's license and to be insurable under the Tribe's existing automobile insurance policy.
- Pass a pre-employment drug screen and be subject to random drug testing throughout employment.
- Shall comply with Drug-Free Workplace policy and a Criminal Background Investigation.

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.