



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Personnel Department

PO Box 279 La Push, WA 98350

(360) 374-4366/4367 Fax (360) 374-4368



Position: (2) **Indian Child Welfare Caseworker**
Supervisor: Human Services Director/ICW Program Manager
Open: September 27, 2017
Closing: **October 11, 2017 or until filled**
Salary: DOE/DOQ

General Job Description:

The primary function of the Quileute ICW Worker is to provide Indian Child Welfare case management and supervision of the child welfare cases. The general duties shall include, but not be limited to the following: Determination that the ICW Child is a Quileute and/or is a Native American living on the Quileute Reservation. Determination that the placement is covered by the ICW Act; Determination of jurisdiction; Completion of investigation; Ensure that the child is properly removed from an abusive home and the proper tribal paper work has been filed with the Tribal Court, Police Department and proper authorities. This position must have experience in preparing reports for the court, police and for the removal and/or return of a child to the family. Removals, reunification, and other court recommendations must be made in compliance with the Quileute Law and Order Codes and ICW federal regulations.

This position must have a working relationship and understanding of Tribal, County and State agencies in relationship to Indian Child Welfare services, foster care and securing financial support for a child or foster parent care for the children.

This position will be required to do home visits in a variety of areas of the State to check on Quileute children placed in foster care of kinship care homes off the reservations. This position will be required to attend applicable Training to keep up on current Tribal, Federal and State policies related to Indian Child Welfare services.

This position will be responsible for maintaining confidential files in a locked cabinet, behind a locked door per tribal and federal confidentiality regulations.

GENERAL DUTIES AND RESPONSIBILITIES:

- Review all Indian Child Welfare files to ensure compliance with Tribal and Federal Regulations
- Up-date client files on each child/family who have open cases
- Review case plans for each child/family by conducting home visits & assessment of the home placements
- Perform investigations as necessary for Quileute children and families in the Quileute Service Area
- Organize & supervise visitation between children and parents as mandated by the Tribal Court
- Conduct home visits, investigations, place children in foster homes with a priority to unify children back with their families
- Prepare reports and informational documentation for Tribal Attorney and/or as required by the Quileute Court hearings
- Attend court hearings where Quileute children are involved in dependency proceeding
- Assist with referrals and support for Children/Families to access services (i.e. medical, dental, school, public assistance, and counseling, *as appropriate*)
- At the direction of the ICW Program Manager, attend meetings associated with clients, ICW Program, or other meetings deemed appropriate by the funding agencies
- Ability to work independently with little daily supervision
- Personal initiative desirable in order to establish and keep a high level of confidence of co-workers, clients and the community

- Ability to work cooperatively with internal and external agencies and bureaucratic procedures
- Be willing to participate in educational opportunities that will further and/or enhance professional development
- Must have excellent written and communication skills and stay highly organized with paperwork
- Must possess a history of excellent work attendance
- Other duties as assigned

DESIRED QUALIFICATIONS:

- A Bachelor's Degree in a Human Service related field **OR** a minimum of an Associate's Degree in Human Services and 2 years' experience in Indian Child Welfare Services, Child Protection, and/or Social Services
- Possess a comprehensive understanding of the Federal Indian Child Welfare Act of 1978
- Excellent computer skills
- Must be able to pass a Tribal and/or Washington State Criminal background check
- A working knowledge of Client Programs in the area of Social and Health Services (i.e. Tribal/State/Federal) Programs, such as BIA and State DSHS Agreements and Services.
- Must be able to explain complicated information in lay-person terms
- Thorough knowledge and adherence to Client Confidentiality
- Knowledge of the Quileute Community or Tribal governments
- Excellent organizational skills
- Valid Washington State Driver's License
- Must be willing to submit to random Urinalysis

Must adhere to Quileute Personnel Policies and Drug and Alcohol Policies.

****Priority consideration date: October 11, 2017 thereafter 2 weeks**

Interested persons send job application to the following address:

Personnel Department
C/O Quileute Tribal Council
P.O. Box 279
La Push, WA 98350

Visit our website at www.quileutenation.org to down load job application and job description.

Except as provided by the Indian Preference Act (title 25, U.S. Code sections 472 and 473) there will be no discrimination in selection because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native Americans and Alaskan Natives.