



# Quileute Tribal Council

*Human Resources Department*

PO Box 279 La Push, WA 98350  
(360) 374-4366/4367 Fax (360) 374-4368



**Job Title:** Indian Child Welfare Program Manager  
**Supervisor:** Human Services Department Director  
**Salary:** \$26.00/hour, DOE/DOQ  
**Closes:** November 23 or until filled

### **General Job Description:**

The primary function of the Quileute ICW Program Manager is to provide Indian Child Welfare case management supervision and oversight of the Tribal, State and Federal contracts and grants pertaining to Tribal Child Welfare. General duties shall include, but not be limited to determining 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 ICWA; Determination of jurisdiction; Ensure compliance with the Quileute Family Code for all Tribal Child Welfare cases. Maintain involvement with States and county child welfare agencies to ensure their compliance with ICWA federal regulations when case managing Quileute children and families.

The ICW Program Manager must have a working relationship with 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. Attendance at ICW-related local, state and federal meetings is required for updates on new regulations, funding and enhancement of services. ICW Training is required to stay current on policies Tribal, Federal and State policies related to Indian Child Welfare services. Responsibilities include program development and improvement, oversight of ICW caseworkers, and ensuring compliance with regulations. Prepare monthly, quarterly and/or annual programmatic reports as needed.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

- Review all Indian Child Welfare files to ensure compliance with Tribal and Federal Regulations
- Update client files at least quarterly for each child/family with open cases
- Review case plans for each child/family with caseworkers. Ensure home visits & assessment of the home placements are completed according to program timelines.
- Oversee delivery of Independent Living Services to teens age 14-21 in Foster Care
- Ensure compliance with case file structure and contents with regular reviews and cross reference with electronic data systems.
- Develop system to determine when to assert jurisdiction over Quileute cases in the service area to open in Quileute Tribal Court
- Writing and updating program policies and procedures, including form development, in cooperation and partnership with Training and Technical Assistance providers and contractors
- Oversee creation and maintenance of Child Protection Team and other multidisciplinary teams, as appropriate.
- Compile monthly program statistics and complete quarterly reports as required by State and Federal funding agencies.
- Complete paperwork to pay bills for operating program and providing services to families, including completion of personnel services contracts, new vendor packets and processing of invoices.
- Maintain billing files and track disbursement of vouchers for families/children/caregivers.
- Develop a plan to establish a Quileute Foster Care Licensing Division and recruit foster homes
- Conduct Mandated Reporting Training for Quileute Tribal employees and partner agencies, when requested.

- At the direction of the Human Services Director, 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 to establish and keep an elevated level of confidence of co-workers, clients and the community.
- Attend Human Services Department meetings and Team Management meetings to ensure to the enhancement of social, health, education and related support services for ICW Clients. Attend Administration for Children & Families training to stay current on Tribal, Federal and State requirements.
- 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
- 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 3 years' experience in Indian Child Welfare Services, Child Protection, and Social Services
- Possess a comprehensive understanding of the Federal Indian Child Welfare Act of 1978 and the new Bureau of Indian Affairs ICWA Guidelines
- Understanding of Title IV-E and IV-B and licensing guidelines
- Ability and experience in supervising staff. Must be able to supervise case workers and/or case aides.
- Knowledge and experience managing and writing grants
- Knowledge and experience managing and developing budgets
- Excellent computer skills and have word, excel, spread sheet knowledge and know how to access and retrieve information from the internet and pertinent databases
- Must be able to pass a Tribal and/or Washington State Criminal background check
- A working knowledge of Client Programs in 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 of Client Confidentiality
- Knowledge of the Quileute Community and Tribal governments
- Excellent organizational skills
- Must have excellent written, communications and organizational skills
- Must possess a history of excellent work attendance
- Valid Washington State Driver's License
- Must be willing to submit to random Urinalysis
- Full mobility is required to carry-out the responsibility of this position

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

**Interested persons send cover letter, resume, and QTC job application to the following address:**

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

Visit our website at [www.quileutenation.org](http://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.