



Quileute Tribal Council

Human Resources Department

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Quileute Tribe Job Description

ICW Caseworker

Position: **INDIAN CHILD WELFARE CASEWORKER**
Supervisor: Human Services Director
Location: Human Services
Work Info: 40Hrs/Wk; Flex Hours
Salary: DOQ/E (\$22.98 - \$34.47; hourly wage)
Closes: (01/10/2020 – 02/07/2020)

RESPONSIBILITIES:

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 paperwork 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- 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 or 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.
- 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.
- Must adhere to the highest level of confidentiality.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE POSITION:

- 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

EDUCATION / EXPERIENCE REQUIREMENTS:

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

GENERAL INFORMATION:

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screen and reference check.

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

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

HOW TO APPLY: Please submit a resume, cover letter and the Quileute Tribe application to the address listed below. Incomplete applications will not be considered.

Applications can be obtained at www.quileutenation.org/job-openings/

The Quileute Tribe
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P.O. Box 279
La Push, Washington 98350