



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

## Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



# Job Description

## Indian Child Welfare Program Manager

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

**Ensure your application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

Position: **Indian Child Welfare (ICW) Program Manager**  
Supervisor: Human Services Department Director  
Location: Tribal Court Building  
Work Info: Full Time: 40 Hrs./Week (M-F)  
Salary: DOQ/E (\$26.00-31.00)

**POSITION SUMMARY:**

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 limited to, determining jurisdiction and enrollment status of parents and children. Ensure compliance with 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 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 as well as maintaining involvement with State child welfare agencies to ensure their compliance with ICWA requirements when case managing Quileute children and families. Prepare monthly, quarterly, and/or annual programmatic reports as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Review all Indian Child Welfare files to ensure compliance with Tribal and Federal Regulations
- Review case plans for each child/family with Caseworkers. Ensure home visits and assessments of the home placements are completed according to program timelines and policy
- Review safety assessments and monitor risk assessments ensuring case planning is consistent with the need and the level of risk
- Assure client-centered, family focused, and culturally appropriate services are followed to achieve safety, permanency and well-being of children and families
- Ensure home visits and assessments of the home placements are completed according to program timelines
- Oversee delivery of Independent Living Services to teens age 14-21 in foster care qualified for services.
- Ensure the maintenance of ICW files including accurate case notes, documentation, records, client histories, reports, steps for follow through and case plans are in compliance with established policies and Tribal and Federal regulations 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
- Supervise ICW staff, train and evaluate employees, initiate, and carry out appropriate disciplinary actions in accordance with policy
- Oversee creation and maintenance of Child Protection Team and other multi-disciplinary 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 service contracts, new vendor packets, and processing invoices
- Maintain billing files and track disbursement of vouchers for families, children, and 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
- Draft, implement and monitor memorandums of agreement and/or memorandums of understanding between Tribal, State and Quileute Tribal programs regarding the delivery of services or fiscal cost shares, subject to the approval of the Quileute Tribal Council
- 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 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 education opportunities that will further and/or enhance professional development
- Other duties as assigned

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- Possess a comprehensive understanding of the Federal Indian Child Welfare Act of 1978 and the Bureau of Indian Affairs ICWA Guidelines
- Understanding of Title IV-E and IV-B and licensing guidelines
- Ability and experience in supervising, training, and evaluating 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 including knowledge of Microsoft Office products, Outlook and Microsoft Teams
- A working knowledge of client programs available through Tribal, State, Federal and private agencies
- Must be able to explain complicated information in lay-person terms
- Thorough knowledge of Client Confidentiality
- Knowledge of the Quileute Community and understanding of Tribal government and Tribal Sovereignty
- Must have excellent written, communications and organizational skills
- Must be able to prioritize and plan work activities, develop realistic action plans, and have effective time management skills
- Knowledge of case management practices necessary to coordinate services to clients
- Ability to handle multiple tasks and meet deadlines
- Must possess a history of excellent work attendance

### **WORK ENVIRONMENT:**

- The majority of work is conducted in an office environment however there will be periods of time spent assisting with home visits in the homes of families we serve.
- The office is located on the second floor requiring the use of stairs.
- Occasionally work involves disturbing and emotional subject matter, requiring strong mental and emotional stamina.
- Frequent interruptions.

### **PHYSICAL DEMANDS:**

- Position requires sitting at a desk for extended periods of time and use of a computer screen.
- Occasional driving to meetings or assisting with client transports, at times requiring prolonged periods in a vehicle.
- Ability to lift up to 50 pounds.

### **SUPERVISORY RESPONSIBILITY:**

- Supervision is provided to two or more ICW Caseworkers and other staff as programs are developed and other positions are created.

## **QUALIFICATIONS:**

- Bachelor's degree in Human Services related field **OR** a minimum of an associate degree in Human Services and three (3) years' experience in Indian Child Welfare Services, Child Protection, and/or Social Services
- At least two (2) years' supervisory experience
- 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 the supervising staff
- Must be able to supervise case workers and/or case aids
- Knowledge and experience managing and writing grants
- Knowledge and experience managing and developing budgets
- Excellent computer skills and have experience with Microsoft Office, spreadsheets, 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 Agreement 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 organization 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 uranalysis
- Full mobility is required to carry-out the responsibility of this position

## **GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principal 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.

**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 screening and reference check.

**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.

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