

**Accepting
Applications
NOW!**

Habematolel Pomo of Upper Lake

**POSITION
OPEN UNTIL
FILLED**

JOB DESCRIPTION

**INDIAN CHILD WELFARE ACT (ICWA)
ADVOCATE**

DEPARTMENT: Case-By-Case Agreement/Contract
REPORTS TO: Tribal Administrator & Executive Council (EC)
SALARY RANGE: Contract Rate of \$25.00 Per Hour, Per Case

JOB SUMMARY & FUNCTIONS

On a contract case-by-case basis, incumbent independently performs a variety of duties that focus on children and family services under the Indian Child Welfare Act (ICWA) of 1978; he/she should ensure Indian children within dysfunctional families and/or situations are not systematically separated from their families and tribal communities.

- Provides advocacy services to train family Members in parenting skills and creating a functional family structure;
- Coordinates training activities and has his/her case management responsibilities;
- Conducts outreach services in the tribal community in order to provide information and promote children and family services;
- Provides training to the tribal advisory committees in the development of prevention, intervention and other related services;
- Organizes resources and referral services activities for the Tribe to provide awareness of the availability to the Indian community;
- Provides counseling and educational activities and maintain records to such;
- Prepares monthly progress reports utilizing case management data in order to identify families unmet needs and problem area;
- Collaborates with local services, agencies and organizations and develops Memorandums of Understanding (MOU) in order to secure services;
- Coordinates the provision of wrap-around services based on multi-disciplinary case management assessment and treatment plan;
- Documents and reports provisions of services provided in child custody proceedings, foster care placement, foster homes and dependent children;

KNOWLEDGE, SKILLS & ABILITIES

1. Child Advocacy
2. Office Skills; must possess computer skills, in Microsoft Word.
3. Case Management Skills: must have the ability to develop a case plan with direction & guidance.
4. Maintain Confidentiality
5. Must have the ability to communicate clearly in writing as well as orally.
6. Must be responsible, dependable and punctual.
7. Must have a respectful demeanor.
8. Must be able to deal with angry and verbally abusive individuals.

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KNOWLEDGE, SKILLS & ABILITIES (CONTINUED)

9. Must be able to make objective assessments of each incident, regardless of parties involved.

MINIMUM QUALIFICATIONS & REQUIREMENTS

1. Must be 18 years or older.
2. Possess a High School Diploma and/or a GED Equivalent
3. AA or some college preferred OR Three (3) Years Experience in Counseling or a Related Field
4. Possess a Valid California State Driver's License
5. Complete Successful Background Check
6. Complete Successful Drug Screening

PHYSICAL DEMANDS

1. May be forced to work a long day, deal with angry and hostile people or people under the influence of controlled substances.

WORKING ENVIRONMENT

1. Must be able to work flexible hours.

INDIAN PREFERENCE: Native American Indian preference shall apply to this position pursuant to the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws (title 25, U.S. code, Section 472 & 473); in addition to the Tribe's Tribal Employment Rights Ordinance (TERO).

Point of Contact: Aimee Jackson, Temporary ICWA Advocate OR Tribal Administrator
9470 Main St. / P.O. Box 516, Upper Lake, CA 95485

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Tribal Administrator's Contacts:
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