

**Accepting
Applications
NOW!**

HABEMATOLEL POMO OF UPPER LAKE

**POSITION
OPEN UNTIL
FILLED**

JOB DESCRIPTION

ICWA (INDIAN CHILD WELFARE ACT) ADVOCATE ASSISTANT

Department: Administration
Reports To: ICWA Advocate
Job Title: ICWA Advocate Assistant
Salary Range: BOE (BASED ON EXPERIENCE) w/ minimal benefits
Scope of Work: Part-Time w/ ability to be on call on a case by case basis

JOB SUMMARY AND DISTINGUISHING FEATURES:

The ICWA Assistant will be responsible for assisting the ICWA Advocate in managing the needs of the HPUL members by providing the necessary services to ensure the safety and protection of our children and families as they struggle to remain a family unit.

ESSENTIAL JOB FUNCTIONS

- 1. Maintaining a caseload of families and requisite face-to-face contacts with the youth and family.**
- 2. Monitoring the provision and quality of services provided to the family through the liaison when new services/resources need to be sought or developed.**
- 3. Providing or arranging for transportation for his/her clients to placement, crisis or respite services, etc., if needed.**
- 4. Providing or securing support and crisis/emergency services for the youth/family.**
- 5. Collaborating with other necessary individuals the youth and family may have contact with, such as County Case Managers, Probation Officers, Judges, District Attorneys, Attorneys, Teachers, Physicians, etc.**
- 6. Provide written and verbal information related to the youth's and family's behavioral and mental health based on assessment and family contact.**
- 7. Provide Child Protection Services by investigating allegation of neglect and/or abuse.**

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MINIMUM QUALIFICATIONS REQUIRED

1. Ability to manage time effectively.
2. Ability to communicate effectively in writing or orally.
3. Knowledge of the Indian Child Welfare Act
4. Knowledge and experience working with Native American communities, culture, customs and tribal law.
5. Must have valid driver's license, insurance and reliable transportation
6. Must pass a requisite background check.
7. Must pass a drug test

KNOWLEDGE, SKILLS AND ABILITIES

1. Must have a High School diploma or equivalent
2. AA or some college preferred.
3. Must possess computer skills, word. The ability to develop a case plan with direction & guidance.
4. Must have the ability to communicate clearly in writing as well as orally.
5. Must be 18 years or older.
6. Must be responsible, dependable and punctual
7. Must be able to maintain the strictest of Confidentiality
8. Must have a respectful demeanor
9. Must be able to deal with angry and verbally abusive individuals
10. Must be able to make objective assessments of each incident, regardless of parties involved.

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.

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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
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