



# QUECHAN INDIAN TRIBE

## *Fort Yuma Indian Reservation*

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

## **Position Description**

**Position:** Indian Child Welfare Act (ICWA), Specialist

**Salary:** \$51,501 Annually

**Opening:** Monday, April 12, 2021

**Closing:** Friday, April 23, 2021

### **JOB SUMMARY:**

Under the direct supervision of the Social Services Director, the incumbent will serve to ensure that the primary goal of the Indian Child Welfare Act Department is to prevent the breakup of Quechan Tribal families and to prevent the permanent removal of Tribal Children from the custody of their parents. The person selected for this position will be required to respond, report, and investigate allegations of child abuse/neglect outside the boundary of the Fort Yuma Indian Reservation. As well as monitor and enforce compliance of State or County Social Workers with the provisions of the ICWA. Must be on-call for emergency and crisis intervention.

### **DUTIES AND RESPONSIBILITIES:**

- To represent the Quechan Indian Tribe's interest in enrolled, or eligible to be enrolled, children in County and State Court systems.
- To accept referrals regarding minors alleged to be in need of care outside the Fort Yuma Indian Reservation.
- To make such other investigations as ordered by the State or County Court.
- To review, recommend or alter State or County case plans to promote family reunification.
- To make reports to the Tribal Court, County and State Court systems, as needed and to provide information or referrals to recognized child welfare agencies having an interest or service role concerning a Tribal child.
- To maintain a confidential system of records, subject to disclosure to a non-party only upon order of the Children's Court.
- Subject to the approval of the Tribal Council, negotiate service agreements with other recognized child welfare agencies.

- Pending a determination of the minor's status to prevent risk of immediate harm by or to the minor, take into emergency custody and provide emergency placements on behalf of the Tribe.
- Comply with all reporting requirements for funding sources as well as required internal reporting requirements.
- Conduct home visits on a regular basis.
- Meet with Family Service Staff and other Tribal/County Programs to provide case management for clients.
- Attend and participate staff and other meetings, Child Protection Team meeting, in-service, training and other events as directed by Supervisor.
- Provide or refer to appropriate agency individual/family counseling services for youth and their families involved with the Indian Child Welfare Act Department.
- Assist families in whatever way possible to carry out their court ordered plans and work cooperatively with county and other social service agencies to ensure that services provided are appropriate and culturally relevant.
- Present a professional, caring image to clients of the Indian Child Welfare Act Program.
- Promote a working environment noted for effective cooperation and collaboration between programs, services and co-workers.
- Provide telephone or in person testimony and representation in State or County Courts.
- Coordinate and collaborate with Ft. Yuma Mental Health for the welfare and emotional well-being of Quechan family members and their children.
- Coordinate and collaborate with San Pasqual Valley Unified School District Administration and Personnel to promote the education and retention in school of Quechan youth.
- Perform other duties as assigned.

**SUPERVISORY AUTHORITY:**

Supervises the Indian Child Welfare Assistant

**KNOWLEDGE:**

Knowledge of Indian Child Welfare Act and the uniqueness of the Quechan Indian Tribal Community. Knowledge of Tribal and Child County service providers. Knowledge of the unique culture of the Quechan Indian Tribe and extended family system.

## **QUALIFICATIONS:**

- Associates Degree in Social Work or other majors may be acceptable, such as psychology or sociology
- A minimum of two years' experience working in Child Protection and Child Welfare.
- Trained in ICWA (Indian Child Welfare Act) and/or willingness to become trained in ICWA regulations. Applicant must be prepared to be a 'Qualified Expert Witness' according to the Indian Child Welfare Act.
- Trained or knowledgeable of historical trauma and how it affects the Quechan Tribal Community members and their families.
- Must have basic understanding of the extended family system as it exists in the Quechan Tribe.
- The experience/ability to take an active role in the grant and budget development process.
- Experience working closely with families, performing home visits, performing needs assessments.
- In-depth knowledge of Tribal and County, State Service Providers, and a willingness to work closely with them, in a cooperative manner.

## **PERSONAL CONTACTS:**

Daily contact with clients, visitors, other Tribal staff, Yuma and Imperial County staff, other Tribal ICWA programs and other county and state social service programs.

## **SPECIAL REQUIREMENTS:**

- This position may require the incumbent to work non-traditional hours, nights, and weekends.
- Must have a current Level 1 Arizona Fingerprint Clearance Card or must obtain one within 90 days of hire. Failure to maintain a current Level 1 Arizona Fingerprint Clearance Card will result in termination.
- Must be able to pass background investigation with a "favorable" adjudication under the Indian Child Protection and Family Violence Prevention Act (25 USC 3201-3202) § 405.
- Must not have any pending investigations, active investigations and/or "substantiated" claims from any Child Welfare agencies or law enforcement agencies during employment period.

## **PHYSICAL REQUIREMENTS:**

The duties assigned to this position involve bending, stooping, lifting, overhead lifting and carrying items less than 50 pounds.

**WORK ENVIRONMENT:**

1. Quechan Social Services Office/Child Welfare Office
2. Quechan Indian Reservation
3. Appearances in Tribal/State/County Court

**TRAVEL REQUIREMENTS:**

Must have a valid state driver's license, a vehicle, and at least liability insurance. Applicant must be eligible for Tribe's vehicle insurance. This position will require overnight travel to attend court appearance, meetings and trainings.

**FOR MORE INFORMATION AND TO APPLY:**

Online application available at [www.quechantribe.com](http://www.quechantribe.com) or pick up at:

**Quechan Indian Tribe**

**Human Resource Department**

**350 Picacho Road**

**Winterhaven, CA 92283**

**Telephone: (760) 919-3600 Ext. 280**

**Fax: (760) 919-3661**

**Mailing Address:**

**P. O. Box 1899**

**Yuma, AZ 85366**

**(All resumes must be accompanied by a Tribal Application)**

**For further questions or to return an application electronically please e-mail us at**

**[hrclerk@quechantribe.com](mailto:hrclerk@quechantribe.com)**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.