



**Quileute Tribal Council**

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**  
P.O. Box 279 • La Push, WA • 98350  
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Indian Child Welfare Caseworker

**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**)
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 Caseworker**  
Supervisor: ICW Program Manager/Court Administrator  
Location: Tribal Court Building  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E TBD

**POSITION SUMMARY:**

The primary goal of the Quileute Indian Child Welfare program is to prevent the separation of Quileute and other Native families and to prevent the permanent removal of Tribal children from the custody of their parents. QICW strives to empower families in our community to keep children safe by investigating alleged child abuse, neglect, and/or abandonment. This position will collaborate with the program manager for any and all intakes/reports and follow through with providing ongoing case management services to families in the Quileute Tribal Court system along with families in crisis.

QICW provides intensive case management services to children who have been removed from their homes due to child abuse and/or neglect and to the parents of those children. This includes but is not limited to: Conducting individual and family assessments; developing, implementing, and evaluating family-centered case plans; locating agencies/ resources to assist families with reunification efforts; conducting home visits; reporting the family's progress with their case plan and making recommendations regarding visitation, services, and reunification to the court; and facilitating family reunification or other permanent placement planning as deemed necessary by the Quileute Tribal Court.

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

- Verify Native ancestry and confirm if the child is Quileute or Quileute descendant.
- For the purposes of planning, decision making, and maintaining accurate files, document all interactions with clients, or any information obtained regarding children and families.
- This position requires a high level of documentation, paperwork, and organization.
- Review all reports and determine appropriate jurisdiction.
- Ensure all placements follow guidelines established by the Quileute family code, WICWA, and ICWA.
- Review all Indian Child Welfare files to ensure compliance with Tribal and Federal Regulations.
- Perform investigations of alleged abuse, neglect, and/or abandonment of children in the Quileute service area to determine if abusive or unsafe conditions exist followed by taking appropriate action to ensure the safety of children.
- Determine suitable and safe living conditions for children and their families by conducting home visits/inspections with clients and placement providers.

- Coordinates and supervises (when necessary) visits between children, parents, and extended family members (when appropriate) to evaluate whether parents can demonstrate learned skills and maintain a familial bond.
- Perform investigative, risk, SDM, and safety assessments and develop safety plans when necessary.
- Conducts individual and family assessments to determine the strengths and needs of children and their parents/custodians to develop, maintain and update strength-focused, family-centered case plans that are designed to reunify children with their families.
- Initiates, facilitates, and assists in locating and determining appropriate resources and services necessary to achieve case planning goals.
- Supports and encourages children, parents, and extended family members to participate in achieving case plan goals and works cooperatively with other departments and agencies to ensure that services provided are appropriate and culturally relevant.
- Monitors children, families, and placements for compliance with case plans and court-ordered services on and off the reservation.
- Maintains regular contact with children and families via phone, virtual, face-to-face, or text and by conducting health and safety visits monthly in-home, school, work, or office.
- Attends Tribal and state court hearings where Quileute children are involved in dependency proceedings and provides testimony as needed.
- Provides written reports regarding the families' progress on case plans and court-ordered services and makes recommendations to the Quileute Tribal Court regarding visitation, reunification, etc.
- Conducts in-depth home studies (including interviews and reference checks) for the purpose of placements with relative caregivers and suitable others, as well as guardianship and adoption proceedings.
- Establish and maintain excellent working relationships and partnerships with other Tribal departments and outside agencies to meet the needs of our children and families.
- Prepare case summaries and participate in QICW staff and Child Protection Team (CPT) meetings.
- Maintains and ensures an extreme level of confidentiality of all information regarding child abuse and/or neglect cases.
- Must have excellent written and verbal communication skills.
- Must possess a history of excellent work attendance.
- Other duties as assigned.

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

- Ability to meet with the children, families, the public, and co-workers in a courteous and professional manner using tact, diplomacy, and mature judgment in alignment with program standards.
- Ability to treat people with respect, keep commitments, inspire the trust of others, work ethically and with integrity, and uphold the Quileute Tribe's and QICW's organizational values.

- Ability to demonstrate accuracy, thoroughness, initiative and complete work in a timely manner.
- Knowledge and experience working with children and families involved in the child welfare system due to child abuse and/or neglect issues.
- Ability to collect, organize and evaluate information to develop logical conclusions.
- Knowledge of case management principles and practices.
- Knowledge of applicable federal, state, and Tribal laws, rules, and regulations, including the Indian Child Welfare Act (ICWA) and the Washington (State) Indian Child Welfare Act (WICWA).
- Knowledge of Quileute culture, customs, resources, and traditions and/or a willingness to learn.
- Ability to prepare and proofread various reports and/or documentation.
- Good communication and interpersonal skills to establish and maintain confidence in co-workers, supervisors, management, Tribal Council, and the community.
- Ability to sufficiently exchange or convey information and receive verbal and written work instruction.
- Ability to prioritize workload, work independently, and manage crisis situations as they arise with minimal day-to-day supervision.
- Knowledge of the principles and practices of social work, child development stages, and emotional, physical, and mental needs of abused/neglected children.
- Possess working skills that include active listening, problem solving, compassion, understanding, critical thinking, patience, and boundary setting.

### **QUALIFICATIONS:**

- A Bachelor's Degree in a Human Service-related field **OR** a minimum of an Associate Degree in Human Services and two years of experience in Indian Child Welfare Services, Child Protection, and/or Social Services.
- Must be willing to travel for training, client transport, and health and safety visits.
- Must complete the Regional Core Training with the Alliance for Child Welfare Excellence within six months of hire and be willing to continue participation in educational opportunities which will further and enhance professional development.
- Excellent computer skills.
- Must be able to pass a Tribal and/or Washington State Criminal background check.
- Must be able to explain complicated information in lay-person terms.
- Thorough knowledge and adherence to Client Confidentiality.
- Knowledge of willingness to learn about the Quileute Community or Tribal governments.
- Excellent organizational skills.
- Valid Washington State Driver's License.
- Must be willing to submit to random urinalysis.

**\*\* The Quileute Tribe reserves the right to fill the position with someone who does not meet the required qualifications. The Quileute Tribe can select someone who has 2 years of experience in Social Services or related field to gain the required experience on the job as part of a formal “in-training” plan. The applicant is also willing to work towards a bachelor’s degree in a related field as a condition of employment may be considered. Candidates selected in this criteria are to begin at a lower rate than posted.**

**GENERAL INFORMATION:**

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.

**Special Requirements:** Must have and retain a valid Washington State Driver’s License ~ please provide a copy with the 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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