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.quileutetribe.com/job-openings/

Via email: hr@quileutribe.com

-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: Court Administrator

Location: Tribal Court Building

Work Info: Full Time: 40 Hrs./Week (M-F)

Salary: DOQ/E

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 are not limited to, determining jurisdiction and enrollment status of parents and children. Ensure compliance with Quileute Family Code for all Tribal Child Welfare cases. Work collaboratively with States and local child welfare agencies to ensure their compliance with ICWA federal regulations. Attend necessary trainings and meetings to remain updated on new regulations, funding and enhancement of services.

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 with caseworkers, ensuring safety and risk assessments are completed in accordance with program timelines and policy. Ensure timely completion of home visits and assessments of home placements.
- Ensure that all services provided are client-centered, family focused, and culturally appropriate, contributing to the safety, permanency, and well-being of children and families.
- Oversee delivery of Independent Living Services to current foster youth aged 14-18 and former foster youth aged 18-21 who qualify 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, train, and evaluate ICW staff, implementing disciplinary actions as necessary 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
- Manage financial operations, including processing invoices and maintaining contracts for program services.
- Maintain billing files and track disbursement of vouchers for families, children, and caregivers
- Plan development geared towards establishing Quileute Foster Care licensing and the recruitment of foster homes.
- Conduct mandatory reporting training for Quileute Tribal employees and partner agencies, when requested
- Attend meetings associated with clients, ICW Program, or other meetings deemed appropriate by the funding agencies
- Develop and oversee agreements between Tribal, State, and Quileute programs regarding service delivery.
- 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
- Participate in relevant department meetings to enhance support services for ICW clients.
- 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- within 6 months of hire
- Understanding of Title IV-E and IV-B and licensing guidelines
- Experience in supervising, training, and evaluating staff.
- Knowledge and experience in grant management and budget development
- 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 manage multiple tasks effectively while maintaining consistent attendance and meeting deadlines.

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.

PHYSICAL DEMANDS:

- Position requires sitting at a desk for extended periods of time and use of a computer.
- 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
- Knowledge and experience in grant management and budget development
- 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), such as BIA and State DSHS Agreement and Services
- Thorough knowledge of client confidentiality
- Knowledge of or willingness to learn about the Quileute community and tribal governments
- Must possess a history of excellent work attendance
- Valid Washington State Driver's License
- Must be willing to submit to random uranalysis

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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