

Job Position: ICWA Coordinator	Status: Part Time
Division: Administration	Salary: Based on experience
Reports to: Tribal Chairperson	Location: Remote / Tribal Office in Point Arena

**JOB DESCRIPTION:** The ICWA Coordinator is the Tribal Representative for the Indian Child Welfare Act (ICWA) and is the lead person acting on behalf of the Manchester Point Arena Band of Pomo Indians Tribe to promote Indian Family stability under ICWA guidelines. The coordinator assists families at risk of child displacement, acts as an advocate within the court of jurisdiction. The coordinator shall be able to interpret ICWA Law and provide the ICWA Committee with information relating to the current caseloads and progress. ICWA Coordinator is responsible for providing professional services which involve planning, developing, and providing comprehensive services to Manchester Point Arena Tribal members children and their families. The ICWA Coordinator also provides all mandated ICWA services to Tribal Member children from all federally recognized Tribes. This job description is not an all-inclusive list of duties and responsibilities of this position. The ICWA Coordinator is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

**DUTIES / RESPONSIBILITIES:**

Include the following; because of the MPA's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties relating to the program requirements:

- Provide referral to counseling and information for Indian Families in need
- Assists Indian Families in obtaining services (counseling, daycare, after school care, and parenting skill training).
- Coordinates actions and makes recommendations concerning placement of children in accordance with ICWA.
- Sets family meetings up for discussion of placement with family members.
- Acts as the Tribal representative and advocates for Indian Children and families within the courts of jurisdiction, and state social service program.
- Attends meetings of the MPA Tribal Council and advises as necessary of the need and shortfall of funds to the program.

- Identifies and recruits Indian Families for temporary shelter and long-term foster care. Assists Indian Families in attaining licensing as emergency placement resources and foster families.
- Works with the TERO, Social Service Program, and Council when a defined welfare assistance may be needed.
- Maintains confidentiality of all clients.
- Shall be available for local and out of the area travel as required for job-related training. Shall attend all required meetings and functions as requested.
- Other job-related duties as assigned.

### **QUALIFICATIONS:**

- Show ability and leadership through experience as a manager in ICWA.
- Administrative skills in ICWA or related field.
- Familiar with ICWA federal law, and tribal regulations and policy.
- Must have the ability to work effectively with Native American People in a culturally diverse environment.
- Must possess excellent time management skills and be able to work under stressful conditions.
- Ability to work odd and irregular hours, as needed.
- Be able to establish and maintain good working relationships with the public, employees, and agencies.
- Must possess verbal and written communication skills as this position works with a variety of entities government's, state, county, federal, and tribal.
- Must be able to follow written and oral instructions.

### **REQUIREMENTS:**

- Preferred AA or bachelor's degree in social work, Psychology, or related field, or equivalent work experience in a similar setting.
- Working Knowledge of the Indian Child Welfare Act.

- Must have a demonstrated ability to communicate effectively with Tribal Council, and ICWA Committee, management team members, and professional colleagues, regarding employment practices.
- Demonstrated ability to motivate and empower others, to make positive impacts on attitudes and self-esteem, and to maintain effective working relationships with culturally diverse groups in a wide range of professional interactions.
- Demonstrated ability to define problems, collect data, establish facts, and draw conclusions; ability to analyze and interpret an extensive variety of information, communicate findings, and recommend solutions to the Council and Committee, managers, supervisors, and directors.
- Must have demonstrated abilities to initiate and follow through on complex administrative tasks, manage time, and meet deadlines.
- Must possess a California driver's license, a good driving record, and be insurable by the MPA insurance carrier.
- Adhere to all MPA policy including confidentiality.
- Must successfully pass a pre-employment drug and alcohol screening, must pass background investigations for suitability of character identified in accordance with the Indian Child Protection and Family Violence Prevention Act.

### **WORKING ENVIRONMENT:**

Must stand, sit, and walk for prolonged periods of time to properly perform the job duties. Note: This position requires awareness and deep appreciation of Indian traditions, customs, and socioeconomic needs. It requires the ability, at all times, to meet and deal effectively in contact with Indian people and organizations. This position requires tact, courtesy, confidentiality, discretion, resourcefulness, and sound judgment in handling sensitive issues. The Manchester Point Arena Band of Pomo Indians Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color, religion, sex, age, national origin, marital status, ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability. Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

**ACKNOWLEDGMENT:** This position description is intended to give an overview of the position's requirements. It is not necessarily inclusive, and this position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any conditions of the employee's job, is intended to create a contract of employment of any type.