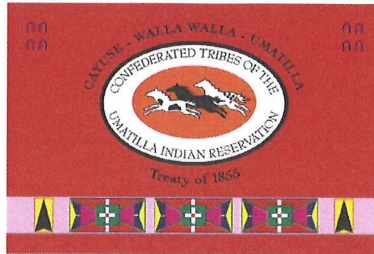


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION**  
**46411 TIMÍNE WAY, PENDLETON, OR 97801**  
**(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Child Protective Services (CPS) Intake/Investigator 1

**SALARY:** Salary Range: 7  
\$36,986.04 to \$49,462.80 Annual (DOE/DOQ)

**DEPARTMENT:** Department of Children & Family Services

**LOCATION:** Position located at Nixyáawii Governance Center, Mission, Oregon.

**EMPLOYMENT STATUS:** Full Time with benefits package  
Covered Status Position – ***Requires a background check***  
Non-Exempt

**SUPERVISED BY:** Lead CPS Investigator

**OPENING DATE:** August 23, 2021

**CLOSING DATE:** Open until filled; first pull of complete application packets September 3, 2021

**CTUIR MISSION STATEMENT:**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

**GENERAL STATEMENT OF DUTIES:**

The position, under the direction of DCFS Director and Lead Investigator, will perform and maintain screening processes, perform investigations, maintain confidentiality related to protective services, child and elder abuse or neglect, foster care and adoptions. This position involves making determinations of appropriate actions

necessary to resolve family emotional and/or physical stress situations which cause child abuse or neglect. The position interacts routinely with CTUIR DCFS and DCFS staff, clients, representatives from various organizations, and the CTUIR Tribal community. This position requires working closely with Tribal Police, Tribal Prosecutor, FBI, and prosecutors from federal and state agencies. The successful candidate must be able to write detail oriented reports in conformance with federal and Tribal policies and law. The position requires attendance and input at child protection team and multi-disciplinary team meetings. The successful candidate must attend work regularly in accordance with CTUIR policy. The successful candidate must be able to offer credible testimony in all courts of law.

#### **EXAMPLES OF ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- 1.) Investigates reports of abuse and or neglect to children or elders in order to assess current safety threats. The successful candidate must facilitate effective interviewing skills towards parents, family members, and others; interviewing and examining children; assessing home environment; and gathering pertinent information from other sources.
- 2.) Provide culturally appropriate services where individuals are treated respectfully and in a manner that recognizes the community's values and other norms while assuring safety for Tribal children and elders. The successful candidate must perform ethically at all times and recognize the responsibility to operate with the very highest standards of integrity.
- 3.) Determines course of action to be taken to remove or to reduce an immediate threat to the safety and welfare of Tribal children and or (elders) to include testifying in court to seek emergency shelter care. These duties may include placing Tribal children in family substitute care, or offering other community resources.
- 4.) Maintains case files and reports, I.E; Excel, Microsoft word, OR Kids, TIMS database system, and or other electronic data devices as required with in a timely manner.
- 5.) Perform case reviews as required by the DCFS Director or Lead Investigator. The successful candidate must be able to develop and maintain effective working relationships between child protective services staff, law enforcement officials, judicial officials, legal resources, medical professionals, and other community resources.
- 6.) Required to work on-call after business hours, weekends, and on holidays. Unless prior approval is arranged with DCFS Director and or supervisor.
- 7.) Attends and participates in training/meetings/staffing. The successful candidate performs other duties as assigned by their supervisor or the DCFS Director.

#### **SUPERVISORY AUTHORITY:**

None

#### **SIGNATORY AUTHORITY:**

Purchase Orders and Purchase Requests, sign for supervisors, Department and Program time sheets as authorized by the DCFS Director.

## **ACCESS TO SENSITIVE AREAS:**

Candidate will require access to sensitive areas of the department and program containing sensitive documentation and material such as Case Management Files, CPS Files, and Provider Files, elder records, and Yellowhawk Medical records during the performance of their duties. The successful candidate may also be granted access the Tribal Public Safety Building which requires authorization from the Chief of Police.

## **REQUIRED MINIMUM QUALIFICATIONS:**

- 1.) Four year Bachelor's degree in social work, sociology, psychology or counseling from an accredited university or college AND two years of experience in child welfare case management;

OR

- 2.) Two year Associate Degree with emphasis in social work, sociology, psychology or counseling from an accredited college AND three years of experience in child welfare case management.

OR

- 3.) High School Diploma and five years of experience in child welfare case management or case management related to working with youth and family services or reunification. Minimum (1) year documentable with direct CPS child and or elder investigation experience

## **ADDITIONAL QUALIFICATIONS:**

- 1.) Experience in evaluating referrals, identifying legal issues, and applicable jurisdiction
- 2.) Experience in collecting, collating, and evaluating information and facts.
- 3.) Prepare concise, clear, accurate and comprehensive written investigative reports.
- 4.) Experience in assessing child and elder safety risk factors.
- 5.) Analyze and resolve conflicting information or records
- 6.) Explain and testify credibly to relevant information in a courtroom setting.
- 7.) Must have a valid driver's license and meet tribal / GSA insurance requirements

## **PHYSICAL DEMANDS:**

1. Ability to sit for long hours at a computer using a keyboard and mouse.
2. Ability to lift items up to 10 lbs. over shoulder height (this one because of putting heavy files up on shelves).
3. Ability to sit for long hours in automobiles and airplanes while traveling.
4. Ability to lift and carry small children up to 40 lbs.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

## **SELECTION PROCESS:**

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences  
The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

## **DRUG FREE WORKPLACE:**

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

## **APPLICATION DEADLINE:**

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**



## REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed application for Sensitive Tribal Positions.
5. Copy of High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

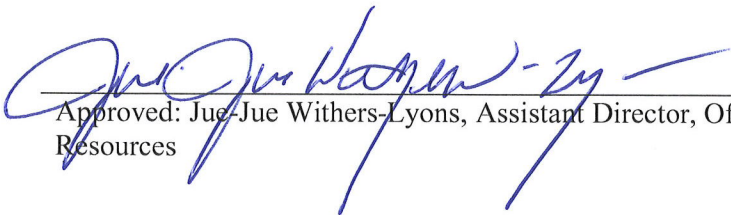
## APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

## OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Recruitment  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**

  
Approved: Jue Jue Withers-Lyons, Assistant Director, Office of Human  
Resources

8-20-2021

Date

---

### Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

