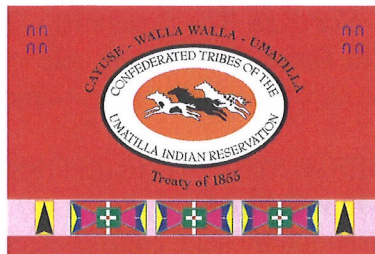


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**RE-ADVERTISED**

**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Indian Child Welfare Act (ICWA) Specialist

**SALARY:** Pay Range: 8  
\$50,000-\$57,397 annual DOE/DOQ

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

**LOCATION:** Position located at Nixyáawii Governance Center, Mission, Oregon  
Confederated Tribes of the Umatilla Indian Reservation

**EMPLOYMENT STATUS:** Full-time with benefits package  
Covered Status (Criminal Justice Information Services (CJIS) and  
National Crime Information Center (NCIC) - *Extensive Background Check  
required*)  
Nonexempt

**SUPERVISED BY:** Family Preservation Program Manager

**OPENING DATE:** July 9, 2024

**CLOSING DATE:** July 26, 2024

**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 Reservation. 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 ICWA Specialist will provide peer support services and case management to Indian children and families served by the Department of Children and Family Services. The Specialist will be required to attend and testify in state and tribal court hearings on a frequent basis. The Specialist must be able to establish and maintain excellent working relationships/partnerships with internal and external stakeholders to meet the needs of those served by CTUIR.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

### 1. Indian Child Welfare Act Case Management

- a. Ensure that active efforts are provided by state child protective agencies to prevent the break-up of Indian families.
- b. Identify and advocate for family or tribal placements that meet the requirements of the Indian Child Welfare Act.
- c. Maintain regular contact with state agency social workers, family placements, other involved agencies or parties, and the child, if appropriate.
- d. Document case contacts and maintain case files.
- e. Develop a concurrent case plan that addresses the education, safety, health, and emotional needs of the child.

### 2. State Court Case Participation

- a. Appear at court hearings with Office of Legal Counsel on behalf of CTUIR to promote ICWA-compliant child placements, active efforts to prevent the break-up of Indian Families, advocate for children's native culture and identity, and to potentially recommend transfer to Tribal Court.
- b. Participate in all state case reviews as scheduled.
- c. Request discovery and records from state agencies and other parties as needed.
- d. Review and organize discovery in a timely and efficient manner.

### 3. Meetings, CTUIR Reporting, Professional Conduct

- a. Communicate with supervisor concerning work progress, including present and potential problems and suggestions for new or improved ways of addressing problems. Maintaining close communication with supervisor daily and participating in regular staff meetings of the DCFS.
- b. Participate in regular weekly client meetings with DCFS.
- c. Attend CTUIR staff meetings.
- d. Participate in CTUIR all staff events which may occur after hours or on weekends, including but not limited to the Annual Picnic, Annual meeting, Annual Native American Heritage Month parade, and other staff events that arise throughout the year.
- e. Prepare monthly reports of activities for inclusion in the CTUIR General Council regular Meeting Packet.
- f. Meet all requirements of Title IV-E reporting including maintaining a daily client contact sheet, preparing a monthly individual time study, and assisting Office of Legal Counsel compile statistics for other necessary reporting.
- g. Recognize and understand the highly emotional nature of Indian Child Welfare Act cases and respond to questions and client concerns in a compassionate, courteous, and timely manner.

This position requires a broad knowledge related to the Indian Child Welfare Act (ICWA) of 1978. Must be familiar with and be able to interpret the federal laws and administrative rules related to ICWA. Provides care coordination case management services, child protection services, and child welfare prevention and coordination of mental health services.

SUPERVISORY AUTHORITY: N/A

SIGNATORY AUTHORITY: N/A

ACCESS TO SENSITIVE AREAS: Sensitive areas of the department and program containing sensitive documentation and material such as access to the DCFS records during the proper performance of duties.

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Master's degree in social work, Human Development, Early Childhood, or related fields; AND one (1) experience in ICWA services, child protection, and/or social services. **OR**
2. Bachelor's degree in social work or human services, Human Development, Early Childhood related field and two (2) years' experience in ICWA Services, Child Protection, Human Development, Early Childhood or Social Services related field.
3. Knowledge and experience with children and families involved in the child welfare system due to abuse/neglect problems.
4. Knowledge of state and tribal welfare services. Must be knowledgeable of all Tribe Codes, Federal Laws & Regulations, and State Laws pertaining to children and child welfare.
5. Familiarity with the judicial system of state and tribal courts, juvenile court proceedings, and the federal Indian Child Welfare Act and the State Indian Child Welfare Act.
6. Knowledge of family dynamics, child development, and assessment of the risks of abuse and neglect with families and children.
7. Ability to prioritize workloads, maintain confidentiality, and work independently and upon own initiative.
8. Ability to interact and communicate effectively with the Native American population and the general public. Must be able to communicate professionally and effectively using both verbal and written skills.
9. Must be experienced using Microsoft Word, Excel, PowerPoint, and Outlook in an effective manner and with no supervision.
10. Must have or be willing to obtain CPR Certification within 6 months of hire date.
11. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
12. Other duties as assigned related to duties and responsibilities within the Department of Children and Family Services.

**PHYSICAL DEMANDS:**

1. Ability to stand and walk around for long periods of time.
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
3. Ability to lift up to 25 pounds of records or other material in storage containers/totes/boxes, over the head.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in

job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code.”

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. 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.
3. 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 §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age 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 pre-employment drug 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 Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 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 CTUIR's Supplemental Application Form if applicable.
5. 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 Onboarding  
 46411 Timine Way  
 Pendleton, OR. 97801  
 Phone: (541) 276-3570 or Fax: (541)276-9060

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

*Jue Jue Withers-Lyons*  
 Approved: Jue Jue Withers-Lyons, Assistant Director, Office of Human Resources  
 Date: 07/09/2024

**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

