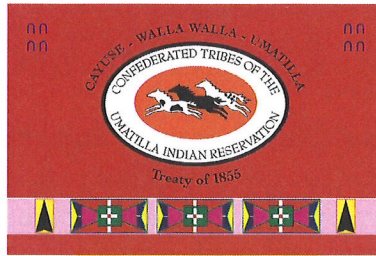


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**READVERTISED**

**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Family Resource Placement Specialist

**SALARY:** Pay Range: 7  
\$40,000.44 to \$51,025.44 Annual  
DOE/DOQ

**DEPARTMENT:** Department of Children and Family Services (DCFS)

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

**EMPLOYMENT STATUS:** Full Time with benefits package  
Non-Exempt, Covered Status Position  
Subject to criminal and character background checks and may be subject to fingerprinting.

**SUPERVISED BY:** Family Preservation Program Manager

**OPENING DATE:** January 13, 2025

**CLOSING DATE:** January 27, 2025

**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**

This position will be responsible for recruiting and certifying various types of providers within the Family Preservation program. This person will work closely with staff to identify and seek out relative caregivers, foster parents and adoptive parents within the tribal community. They will be responsible for developing and implementing provider training. Facilitating communication between DCFS staff, community, Tribal

government and foster parents is essential. The person must have excellent communication and conflict resolution skills. They must be able to adapt to varied audiences to give and receive information. The person in this position must be capable of assessing safety risks in provider homes and addressing those issues with the providers.

#### EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Designs, implements and maintains a comprehensive Family Preservation home program for Tribal children, including but not limited to: review and update policies and procedures yearly, implement a quality assurance protocol, and develop processes and procedures for Family Preservation homes parent training.
2. Develop and maintain cooperative relationships with community partners and other agencies.
3. Recruits and certifies prospective family preservation care, guardian and adoptive homes for Tribal children.
4. Develops and implements a program recruitment plan.
5. Coordinates and facilitates quarterly recruitment activities for the family preservation care provider program.
6. Guides prospective family preservation care, guardianship and adoptive providers through application process.
7. Completes home study, risk assessment and criminal background checks for prospective family preservation care providers.
8. Determines eligibility for family preservation care, guardianship, and adoptive providers.
9. Provides support services to Tribal children in family preservation care and certified family preservation homes programs of Tribal children.
10. Facilitates monthly payments for maintenance of family preservation care and respite care.
11. Applies and monitors compliance for Title IV-E programs in collaboration with Child Welfare Staff.
12. Conducts regular home visits and safety inspections of certified family preservation homes and businesses within CTUIR.
13. Provides support and advocacy for family preservation parents for services.
14. Develops and monitors annual training plans for the certified family preservation home program.
15. Explores extended families as priority family preservation care placement of Tribal children.
16. Determines suitable out of home placements including family preservation care, therapeutic and residential care.
17. Coordinates placement changes when necessary.
18. Assures that all benefits currently awarded a child are transferred to the Child Welfare Program when under the guardianship of the Child Welfare Program.
19. Coordinates school supplies, clothing vouchers and miscellaneous fees.
20. Works with angry or disgruntled clients in a cooperative and effective manner.
21. Assists Child Welfare Staff as needed.
22. Participants in department meetings including Child Welfare staff meetings.
23. Attends court proceedings with Child Welfare Staff when needed
24. Develops family preservation parent resources and newsletter.
25. Performs a variety of other duties as assigned by supervisor and/ or DCFS Director that relates to position and scope of work.

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SUPERVISORY AUTHORITY: NONE



SIGNATORY AUTHORITY: NONE

ACCESS TO SENSITIVE AREAS:

Will have access to sensitive documentation to include Foster Care Files, Dependency Files and Child Protective Service Files 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.)

**Education, Experience, Licenses, Registrations, and Certifications:**

- Requires an AA/AS degree in Social Work or closely related field of study and a minimum of two (2) years of experience in Human Service or closely related field or
- High school diploma and (4) years related experience in Human Services or closely related field or equivalent combination of education, training and experience.
- Must maintain a valid Oregon driver's license, and qualify for the Tribe's insurance
- Experience with designing and implementing training plan is required.
- Experience assessing child and home safety.
- Must practice and maintain confidentiality at all times.

**Qualifications:**

- Knowledge of child welfare, particularly foster care and adoption is desirable.
- Must be efficient in Micro Soft Office
- Strong organizational skills.
- Capable of multi-tasking, setting priorities and working under pressure and possible stressful situations.
- Notary required (or obtained within 90 days of employment)
- Experience with case management.
- Strong communication skills, both verbally and in writing.
- Demonstrate skills in handling crisis/hostile environments.
- Requires knowledge of computers, database programs, copy machine, and fax.
- Knowledge of and sensitivity to Native American culture required.
- Requires a First Aid/CPR Certificate within 60 days of hire.

**Environmental Factors and Conditions/Physical Requirements:**

- Continually requires the ability to express or receive detailed information or important instructions through oral communication.
- Continually requires working with fingers rather than the whole hand or arm. Requires repetitive movement of wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks.
- May be called upon to serve as a Disaster Reservist during Emergencies, or when the Tribal Emergency Operations Center is opened.
- Local travel is occasionally required. Travel outside of the state is infrequently required.

**PHYSICAL DEMANDS:**

1. Travel is required to assist and transport clients. Occasional extended travel and periodic activities beyond regular work hours will be expected.
2. Ability to sit for long periods of time working a computer workstation.

3. Able to lift 30-40 pounds this is because of retrieving and replacing files up on shelves. Also be able to lift and carry children. .
4. Ability to sit long hours in automobiles, buses, airplanes, etc. while on official travel duties.

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 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 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. 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 (if applicable).
7. Veterans' preference: Must provide proof of honorable service and discharge or completed Form DD214 (if applicable).

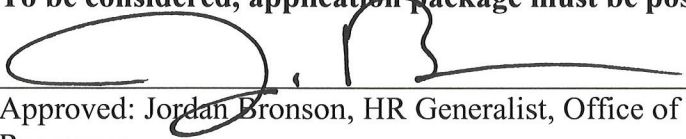
**APPLICANT RESPONSIBILITY**

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

  
 Approved: Jordan Bronson, HR Generalist, Office of Human Resources

1/13/2025  
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

