

Employee Requisition Form

Position to be filled: ICWA Advocate Representative

Department: Tribal Social Services

Required Qualifications/Essential Duties:

- Associates degree from an accredited university in Human Services, Social Work, Psychology, or other related field or a minimum of four years' experience in Social Work, Social Services, or closely related field
- Valid California Driver License
- Must be insurable through companies' carrier and maintain throughout employment
- Knowledge of local, state, and federal standards and requirements associated with social work and tribal communities.
- Knowledge of federal legislation that pertains to/or impacts Tribal communities; particularly ICWA
- Adhere to and maintain knowledge of Mandated Reporting practices.
- Assist with crisis interventions.
- Update case status reports daily and provide weekly reports and specialized reports as needed.
- Available for on-call rotation. Must be willing to work during afterhours and on weekends as needed.
- Ability to work with SRR Department of Public Safety (DPS) and emergency first responders who will be called for emergencies and/ or welfare checks.
- Educate the community regarding the service that are available through the department.
- Provide professional and compassionate assistance.
- Remain culturally humble and respectful in all clients and staff interactions.
- Advocate for the client services, rights, and well-being.
- Develop and maintain professional relations with Tribal families.
- Provide and maintain professional relation with Tribal families.
- Update case/contact notes daily.
- Complete weekly and/or monthly specialized reports.
- Maintain client/Tribal Member records confidentially according to HIPPA and 42 CFR.
- Provide support for all home certifications, home studies, CFTM meetings, custodial hearings, guardianship hearings, dependency hearings, delinquency hearings etc.
- Assist in coordinating and developing targeted prevention and intervention activities/programs for children and families.
- Communicate and coordinate with network providers or insurance providers as clients move between levels of care to support a successful transition and continuum of care.
- Develop individual case plans for Tribal Jurisdiction cases and monitor progress in achieving goals.
- Assist SRR families with supervised visits.
- Stay in constant contact with ICWA children, care providers, and parents for support.
- Complete monthly home contact with ICWA Children and parent at a minimum of once per month.
- Assist clients with transportation, resources, referrals, appointment scheduling, filling out documents, and other tasks as needed.
- Attend monthly ICWA meetings for case updates, recommendations, and/or consultations.
- Attend Child Family Meetings (CFTM), Individual Education Plan (IEP), and Multi-disciplinary meetings (MDT) for continuity of care.
- Participate in staff meeting, staff consultations, training, conferences, and other meetings as assigned.
- Perform other duties as assigned.
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Reports To: Director

Starting Rate of Pay: \$ 25.00 per hour (Non-Exempt).

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.

