

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Position to be filled:** ICWA Representative

**Department:** Tribal Social Services

**Required Qualifications/Essential Duties:**

- Bachelor's 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, including extensive experience with ICWA, Crisis Management, Counseling, and Family Violence.
- Valid California Driver License - **Required**
- Must be insurable through companies' carrier and maintain throughout employment – **Required**
- Assist Tribal Social Services Director and other Tribal Social Services Staff.
- Update case status reports daily and provide weekly reports and specialized reports as needed.
- Be available 24 hours a day for crises in regards to ICWA services.
- Develop individual case plans and monitor progress in achieving goals.
- Provides coordinated and comprehensive case management to all participants of Tribal Social Services with on-going referrals for program participants that are consistent with their case plans.
- Maintain knowledge and practice of ICWA and Mandated Reporting practices; Along with Tachi-Yokut culture, and established Tribal/Departmental policy and procedures.
- Attend court hearings as needed.
- Coordinate continuum of care and transition supports through regular contact with external and internal reporting agents including but not limited to Santa Rosa Rancheria Departmental referrals.
- Coordinate case filings, activities, and communications between the Tribal Social Services Department and the courts.
- Develop professional working relations with families; advocate for Tachi children/elders and vulnerable adults in accordance with TSSD policies, programs, funding, and transitions under supervision.
- Maintain client/tribal member records according to HIPPA and 42 CFR. Adheres to all confidentiality.
- Able to assist clients in certain areas that may include: schools, home, community, facilities as well as following a flexible work schedule.
- Assist in coordinating and developing targeted prevention and intervention activities/programs for children and families at risk.
- Attend monthly ICWA meetings for case updates, recommendations, and/or consultation.
- Provide support and coordination for all home studies, CFTM meetings, custodial hearings, and guardianship supervision under the guidance of SRR Tribal Social Services.
- Maintain department case files and contact notes per the departmental guidelines.
- Participate in staff meetings, trainings, conferences, and other meetings as assigned.
- Assist with supervised visits, attend Child Family Team Meetings (CFTM) and Multi-disciplinary meetings (MDT) for continuity of care.
- Perform related work appropriate to classified assigned; complete other duties as assigned.

**Reports To:** Director  
**Starting Rate of Pay:** DOE --\$52,000.00 (Exempt).  
**Approximate Hours:** 40+ hours per week  
**Date Posted:** September 1, 2022  
**Deadline:** Open until filled

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Department Director                      Date

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Human Resources Director                      Date

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.