

JOB ANNOUNCEMENT

Quartz Valley Indian Reservation
13601 Quartz Valley Road, Fort Jones, CA 96032
Phone: (530) 468-5907 Fax: (530) 468-5908

POSITION: Indian Child Welfare Director (ICWD) **SALARY:** DOE
LOCATION: The Quartz Valley Indian Reservation **CLASSIFICATION:** Full-Time Position
SUPERVISOR: Tribal Administrator / QVIR Business Council

RESPONSIBILITIES

The primary goal of the QVIR ICWD is to be directly responsible for and to oversee the day-to-day administration and care of the Tribe's Indian Child Welfare Act program and its members. This person will be responsible for financial and budgetary planning and reporting of any financial activities. Must actively implement parent programs and counseling services, and be present during court cases. The ICWD must keep accurate records, to document, respond to, and investigate any and all allegations of child abuse or neglect. Must be willing to collaborate with local agencies and be knowledgeable/comply with 25 CFR, Part 20, and other governing laws and regulations. The ICWD will also develop/manage a grant-based, three-year domestic violence program, supervising two part-time program crisis workers.

DUTIES/QUALIFICATIONS

1. Must be able to keep regular business hours.
2. Must have a valid driver's license and be insurable.
3. Bachelor's Degree in Social Welfare preferred, or equivalent combination of knowledge and/or two years of experience. Excellent writing/communications skills and computer competency are required.
4. Must be able to investigate the circumstances of any minor in need of immediate care and have an action plan.
5. Must maintain a confidential records system.
6. Must be able to establish emergency plans or short/long term placements.
7. Must become familiar with local/regional/state agencies and court systems. The ideal candidate will have a highly visible presence in the community and will work collaboratively with a number of community partners as well as other Tribes/Tribal organizations.
8. Must be able to guide and work with Tribal families in order to promote the well-being of family and our traditions, to hold conciliations, do evaluations, update case reviews, and help with any technical assistance.
9. Must be able to report to the Tribal Council and evaluate cases to present an accurate description of case severity. Be prepared to answer questions following the applicable laws and regulations.
10. Must be able to provide, coordinate, and plan programs and activities with other Tribal programs and departments.

SPECIAL REQUIREMENTS

1. Must be able to pass a background check.
2. Must be able to lift, bend, stoop, walk, and stand for long periods of time.
3. Must be able to travel and attend trainings.
4. Must be willing to do duties as deemed necessary by your Supervisor.

Indian Preference, in accordance with 25 CFR, Part 276. In accordance with title VII of the Civil Rights Act, section 701(b) and 703(i), Preference in filling all Vacancies will be given to qualified American Indian Candidates.

MUST BE SENSITIVE TO BOTH THE ECONOMIC AND SOCIAL NEEDS OF THE QUARTZ VALLEY INDIAN RESERVATION'S TRIBAL MEMBERS.

CLOSING DATE: Open until filled. CONTACT INFORMATION:

Quartz Valley Indian Reservation
Attention: Human Resource Dept.
13601 Quartz Valley Rd.
Fort Jones, CA 96032

Phone: (530) 468-5907

Fax: (530) 468-5908

Email: humanresources@qvir-nsn.gov